

Circulation Policy

I. Who May Use the Library

- A. *The library will serve all residents of the community. Service will not be denied or abridged because of age or religious, racial, social, economic, sexual, or political status.*
- B. *The library participates in BorrowIT CT, a cooperative program among public libraries in Connecticut. It allows a resident of any town in the state who holds a valid borrower card issued by their home library to use that card to borrow materials from any public library in the state that is participating in the program. For purposes of the BorrowIT CT program, a person is a resident of a town if that person is principally domiciled in that town. A borrower who holds dual residency or who owns property in more than one town is considered a resident only in the town in which they are principally domiciled. In all other towns, that borrower is considered a non-resident. The public library in the town where a borrower is a resident is that borrower's home library.*
- C. *The circulation services of the library may be denied for due cause. Such cause includes, but is not limited to, the failure to return books or to pay for lost or damaged items.*
- D. *The library maintains that parents, legal guardians and/or designees "have the right and the responsibility to restrict the access of their children—and only their children – to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults."*

Excerpted from Free Access to Libraries for Minors, Adopted June 30, 1972; amended July 1, 1981; July 3, 1991; June 30, 2004 by the American Library Association Council.

II. Library Cards

- A. *Anyone who lives in Woodbridge is entitled to a Woodbridge Town Library card upon presentation of a proof of residency. Proof of residency includes, but is not limited to, the following: a valid Connecticut driver's license; checks imprinted with name and address; receipt from the Register of Voters or a utility bill. Where no identification showing a Woodbridge address is presented, a temporary registration will be issued for one month and no more than 10 items may be borrowed.*
- B. *Library cards are valid for five years, provided the holder maintains Woodbridge residency.*
- C. *There is no charge for a new library card. However, there is a \$2.00 charge for a lost or replacement card.*
- D. *There is no minimum age requirement for a library cardholder.*
- E. *Under the borrowIT CT program, residents of the state are entitled to only one library card, from the town in which they are principally domiciled. Out-of-state residents who own property and pay taxes in Woodbridge may obtain a library card upon presentation of a tax bill or tax receipt from the Woodbridge Tax Collector's office.*
- F. *Nonresidents with a valid library card from their hometown library will be able to borrow materials after being registered at the Woodbridge Library.*

III. Lending Regulations

- A. *There is a limit of 50 items for all patrons in good standing who possess valid library cards. Temporary cardholders are limited to 10 items. At the discretion of a librarian, additional restrictions may be imposed if such limits are in the best interest of Woodbridge library cardholders. Such interests might include the needs of local school children researching a specific topic or a temporary increased demand for a specific title or works on a specific subject.*
- B. *The library loan period is twenty-one (21) days and materials may be renewed twice provided there are no holds for them. Renewals by telephone, email, text or through the library's online catalog are accepted. At the discretion of a librarian, materials may temporarily be assigned an alternative loan period.*

C. *Exceptions to the above loan period include:*

1. *Books in the Bestseller collection circulates for fourteen (14) days and no holds or renewals are allowed. DVDs or Blu-rays in the Bestseller collection circulate for three (3) days and no holds or renewals are allowed.*
 2. *Most feature films, TV shows, adult and juvenile movies circulate for seven (7) days.*
 3. *DVD or Blu-ray sets with more than six discs circulate for twenty-one (21) days.*
 4. *Downloadable material circulates for the period set by the relevant vendor.*
 5. *Museum passes circulate for 48 hours. No holds or renewals are accepted. Museum passes checked out through online museum pass reservation software will be valid for one day.*
 6. *Theater passes are valid only for the showing listed on the pass.*
- D. *The library will not circulate materials, for which there is a continual demand, such as reference books, local history items, or items which are costly or fragile. These materials are designated for in-house use only.*

E. *Overdue Materials*

1. *Patrons will not be charged overdue fines on materials owned by the Woodbridge Library other than Museum passes, which shall accrue a fine at the rate of \$5.00 per day. Fines will not accrue on days the library is closed.*
2. *The Overdue Material policy applies to items owned by the Woodbridge Library only. Overdue items belonging to any other LION or Connecticut library will follow that particular library's lending and fine policies.*
3. *After 28 days overdue, an item that has not been returned will be considered lost and billed at the rate set forth when the item is catalogued. Though overdue fines will not be charged, patrons are still responsible for any damaged or lost items. Long overdue items will be considered lost and enter billed status until replacement fees have been paid or the item(s) have been returned.*
4. *A patron will have borrowing privileges suspended if they have accrued more than \$25 in fines or fees.*
5. *A fee of \$30 will be charged for each returned check.*

F. *Lost or Damaged Material*

1. *Patrons are expected to return all borrowed material on time and in good condition. Material damaged or lost while in a patron's possession are subject to the replacement cost.*
2. *Assessment of damaged items and replacement fees are determined by the library. Patrons may keep damaged material when the full cost is collected.*
3. *If a patron finds material that they considered lost that they had already paid for, they are welcome to keep the item or donate it back to the library. Replacement costs are not refunded.*
4. *The library will not accept patron-purchased replacement copies for lost or damaged items.*

IV. Holds

- A. *Patrons may request holds be placed, in accordance with lending regulations, on materials owned by the library or other Library Online, Inc. consortium (LION) libraries that are either "on shelf" or not available at the time the patron makes the initial request.*
- B. *The placement of a hold does not assure delivery of the item within any specific time period.*
- C. *Patrons will be notified when a reserved item is available. The item will be held for seven days (not counting days when the library is closed) after the patron has been notified.*
- D. *No charge is made for placing a hold.*

V. Interlibrary Loan

- A. *The library offers Interlibrary Loan (ILL) as an additional service. The library will attempt to borrow items not owned by the Library from within the LION system, from the statewide system or, in special circumstances, from out-of-state institutions.*
- B. *ILL services are offered to all resident borrowers. Non-residents are encouraged to use the ILL services of their own library when possible. Due to limited resources, the library reserves the right to decline placing ILL requests by non-residents.*
- C. *All attempts are made to keep an ILL free of charge. However, if lending libraries do charge, then those charges will be passed on to the borrower.*

- D. *Patrons may have up to seven (7) ILLs on request or checked out at one time.*
- E. *The lending library will set all loan periods and renewal policies.*

VI. Confidentiality

- A. *The Library's Circulation records, overdue records, and registration records which contain information about patrons are considered to be confidential in accordance with the Connecticut General Statutes, section 11-25(b).*
- B. *The information contained in these records will not be made available to any person or organization, or any agency of the federal, state, or local government, unless the library is ordered to do so by applicable legal documents.*
- C. *Any such process, order, or subpoena must be presented to the Library Director who will consult with Town Hall to determine if the correct legal procedure has been followed to require compliance by the library.*
- D. *A patron's own library record may be viewed by that patron. A minor's library record may be reviewed by his/her parent or legal guardian.*

Adopted by the Woodbridge Library Commission March 8, 1993; amended September 12, 1994; amended January 16, 1996; amended July 23, 1996; amended July 17, 2000 & June 13, 2005; amended March 12, 2007; amended October 14, 2008; amended March 10, 2010; amended November 13, 2018; amended June 10, 2019; amended March 14, 2022.