

Burnham Library Circulation Policy

PATRON REGISTRATION

The Burnham Library (BL) will issue a library card at no cost to any person who is a current resident of Bridgewater (whether full or part-time) and who can establish proof of residency.

Proof of residency includes: Connecticut driver's license or ID card with current address printed on the front, check imprinted with name and current address, utility bill, and valid vehicle registration.

BL cards issued to individuals expire in three years. Cardholders are responsible for keeping their cards current.

BL cards may be issued to children at any age with a parent's or guardian's permission. It is the policy of BL that these parents or guardians and not the library staff, are encouraged to supervise and approve the selection of materials made by their minor children. It is these parents and guardians, and only these, who may restrict their children (and only their children) from borrowing specific library items.

All Burnham School children are issued a BL card at the beginning of Kindergarten (or when entering as a new student). Parents/guardians are provided an application to register their child with the BL. If that application is not returned to the library, the child is provided a Student Card and privileges are limited to the BL only.

Guest cards may be issued to any non-resident guest at the staff's discretion. This guest card is issued to those whose principal residence is not a town in Connecticut. Borrowing privileges are limited to the BL only and expire within 1 year of issue.

BORROWING PRIVILEGES

A library user is responsible for all materials checked out on their card or the cards of children under 12 years of age for whom they have assumed responsibility. If a user allows others to borrow materials using their card, those materials are the responsibility of the card owner.

To borrow an item from BL's collection, a patron is required to possess a valid library card that is registered with their hometown library and in good standing. Additionally, BL cards may be used to borrow materials at any Connecticut public library under the state-funded Connecticut Library Service program.

CONFIDENTIALITY OF LIBRARY RECORDS

Circulation and registration information is kept confidential by the library. A patron may see their own circulation records only. See Confidentiality of Library Records Policy.

LOAN PERIODS

- Books and Audiobooks – 21 days, 1 renewal
- New Books / Bestsellers / Awards – 14 days, 1 renewal
- DVDs and Magazines – 3 days, 1 renewal
- DVD Box Set/Series – 7 days, 1 renewal
- Museum Passes – 3 days, no renewal
- Library of Things –
 - Equipment (i.e. technology & lawn games) – 7 days, 1 renewal
 - Kindles – 14 days, 1 renewal
 - Puzzles & Games – 21 days, 1 renewal
 - Projector & Laptop – 3 days, by arrangement with the staff
- Discovery Bags – 14 days, 1 renewal

Materials in Reference, Local History collection, and Special collections, do not circulate but may be used in the library or at the discretion of the Library Director.

The number of library materials that can be borrowed with a valid library card is not limited. BL reserves the right to restrict borrowing during high demand times, such as required summer reading, holiday books, and videos.

Most items will be renewed automatically one time unless there is a hold the item(s). If we have an email address on file for you, a courtesy notice is emailed two days before an item is due with notification of your due date or automatic renewals. Renewals may be made via phone, email, or the library catalog.

INTER-LIBRARY LOAN

Materials may be borrowed from another library through our inter-library service. Requests for these loans may be made in person, by phone, email or via the library catalog. Materials borrowed from other libraries circulate according to the lending library's policy. Books lent through inter-library loan to the borrowing library's cardholders circulate for 35 days; videos and DVDs circulate for 21 days (this includes shipping time between libraries).

RETURNING ITEMS

Items can be returned when the library is open or closed. Items can be returned at the main circulation desk or to the youth services desk when the library is open. Items can be returned 24/7 in the external book drop located in the parking lot – unless otherwise noted. Items returned via the book drop, will be discharged from your account the next library day.

Generally, materials borrowed from BL may be returned at any other public library in Connecticut. Conversely, materials borrowed from other libraries may be returned to BL.

CURBSIDE PICK-UP

BL is pleased to offer contactless/after hour curbside pick-up of library materials. Requests will be processed during library hours, Tuesday – Saturday. Items must be picked-up within 1 day.

FEES AND FINES

Borrowers are responsible for returning library materials by their due date. As of January, 1, 2023, BL no longer charges overdue fines for most materials. This policy applies to Burnham Library items only. Overdue items belonging to another Bibliomation library will follow that particular library's lending and fine policies. Patrons are encouraged to either view their records online through the library's website/catalog or call the library if they need help. The Fine and Fee schedule is as follows:

Museum Passes - \$2.00 per day
Library of Things - \$2.00 per day
Discovery Bags - \$2.00 per day

The maximum fine per item is capped at \$10.00 and in accordance with Bibliomation policy the borrower's account will be blocked. This will also block access to services such as Hoopla and Libby.

If an item is not returned within three weeks (21 days) of the due date, the item will be considered lost. The material is billed at the list price that is part of the bibliographical record. If this information is not available, a standardized price predetermined by the library will be used.

The donation of a new copy, or an acceptable replacement, (as determined by Executive Director) will be permitted in lieu of payment. Refunds are only issued for payment of lost items that are later found at the discretion of the Library Director.

The Library may notify borrowers that they have overdue materials. The Executive Director will decide upon the number of overdue notices, their mailing schedules, and other particulars.

It is the borrower's responsibility to make sure that each case contains all items when returning audiobooks, DVDs, and/or Library of Things.

- If one or more pieces are missing, the item will remain on the borrower's account.
- Borrowers will be charged for the missing/damaged piece(s) OR entire item.
- If the problem is not resolved, the borrower will be billed for the entire item's replacement.

RESERVES

Patrons may reserve a book or other items that may not be immediately available. Reserves are honored in the order taken. Upon the items availability, the patron will be notified by phone, email, or text and the item will be held for seven days. If the item is not picked up after seven days, the hold will be canceled and given to the next person or returned to the owning library.

POLICY EFFECTIVE DATE, AMMENDMENTS AND REVISIONS

This policy is effective upon approval of the Library Board of Directors. The policy may be amended and/or revised at the regular meeting of the Board.

Approved by Library Board 4/15/15

Amended by Library Board 1/18/17

Amended 6/21/2018

Amended 11/22/2022