



## **Circulation Policies**

### **I. Library Card Registration**

Any person whose primary residence is in Preston is eligible for a free library card. Library cards can be renewed at the Library with proof of residency.

It is the cardholder's responsibility to inform the library if their card has been lost or stolen. Replacement cards are issued for a \$2.00 fee.

Cardholders are responsible for any material checked out on their card. Borrowing privileges may be suspended if fees more than \$10.00 accrue for lost or damaged items.

### **Library Cards for Adults**

Adult library cards are issued to Preston residents 18 years of age or older. To apply for a library card, adults must appear at the Library in person and show a valid Connecticut driver's license or photo ID documenting their current residential address in Preston. If the license or photo ID is not current or does not state the applicant's Preston address, the resident must supply alternative proof of residence. The following are acceptable:

- Town tax statement
- Current vehicle registration.
- Current lease agreement or mortgage document.
- Current utility bill dated within the last 30 days.
- Piece of mail sent through the US Postal Service addressed to the applicant and listing their current Preston address.

The Library also issues adult library cards to local partner organizations. In that case, a library card will be issued with a completed application on file. If the application is incomplete, the Library will issue a temporary library card until the cardholder can supply the library with any missing application information.

The Library may also issue temporary digital Library cards. Digital cards are valid for three months and may only be used to access the library's electronic resources or to request material for curbside pick up at the discretion of the Library Director. A digital card holder may apply for a physical library card by appearing in person at the Library and providing a proof of residence listed above.

## Library Cards for Minors

Library cards for minors are issued to children 17 years of age or younger of Preston residents. Parents or legal guardians of minors are responsible for any fees on the minor's library card.

To apply for a library card for a minor, parents or guardians must have a current Preston Library card or show proof of residency as listed above. Both the minor and the parent or guardian must be present at the time of application.

The Library may also issue temporary digital cards for minors. Such digital cards are valid for three months and may only be used to access the library's electronic resources or to request material for curbside pickup at the discretion of the Library Director. A minor digital cardholder may apply for a minor library card by appearing in person with their parent or guardian at the Library and providing a proof or residence listed above.

## Temporary Cards

The library may, at its discretion, issue temporary cards to temporary out-of-state residents residing in Preston with proof of local rental or lease, length of stay, and a valid out-of-state driver's license. Temporary cards will be limited to checking out 25 items at a time.

In-state residents who temporarily reside in Preston will be considered non-resident borrowers and must use their hometown library card.

## II. Loan Periods

All items circulated by the Preston Public Library are loaned for 21 days with the following exceptions:

<b><u>Material Type</u></b>	<b><u>Loan Period</u></b>
DVDs and BluRay	7 Days
Magazines, Library Kits	14 Days
Museum Passes	3 Days

Please remember that other LION libraries may have different loan periods.

Due dates of loaned material can be found by logging into your account with your library card number and last name. Patrons may also contact the library for this information.

### **III. Renewals**

Many items can be automatically renewed for two additional loan periods as long as there is not another patron waiting for the item. Items eligible for renewal are automatically renewed three days before their due dates. If you need more time with an item, please call us.

Renew your books online by logging into your account with your library card number and last name. Patrons may also contact the library for this information.

### **IV. Late Fees**

The Preston Public Library does not charge overdue fines: we are officially fine-free! We want our patrons to have access to Library materials and we have removed fines as a barrier to access.

### **V. Holds**

Patrons may request up to 10 items per instance from other LION libraries. Preston Public Library receives from other LION libraries once a week on Wednesdays. Once an item arrives at the Library you will have one week to pick it up.

Place an item on hold by logging on the Library's website into your account with your name and library card number. Patrons may also call the Library at (860) 886-1010 to place items on hold.

### **VI. Lost, Damaged or Billed Items**

Patrons are billed for items that are over 20 days late. If the item is returned, the bill will be removed from the card.

If an item is returned in such a condition that we cannot lend it to another patron, you may be billed for the current replacement cost of the item.

We do not accept replacement items for lost or damaged items.

If you are being billed for a lost or damaged item and you cannot pay, please contact us: we are always willing to work with you. We want you to use and enjoy your library.

### **VII. Interlibrary Loan**

Interlibrary loan requests are defined as requests for items not available at the Preston Public Library or other Libraries Online (LION) Consortium Library. These requests can be made

through the Connecticut State Library's RequestIt Service. Preston cardholders may place an interlibrary loan by speaking with a staff member.

Individual patrons may have up to 5 active requests at any one time.

The Preston Public Library does not request on Interlibrary Loan:

- a title which is owned by the Preston Public Library or another LION Library unless the title is:
  - Lost and has not yet been replaced; or,
  - Focus of a book discussion, library or other group-sponsored event.
- items from outside of Connecticut.

Renewals are at the discretion of the lender and materials may be recalled by the lender without notice.

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