

Acton Public Library:

Circulation Policy and Borrowing Policy

An Acton Public Library card is available for any person who shows proof of residence within the Town of Old Saybrook to borrow library materials and be subject to the requirements and restrictions set forth in the application procedure. The library card will be valid for three (3) years. Renewals of library cards must be done in-person. Any person 18 years of age or older or the parent/guardian of any person under 18 years of age with an Acton Public Library card is responsible for all materials and associated fees charged to their card. Cardholders are responsible for notifying the Acton Public Library of card loss or changes in contact information. There is a \$1.00 fee to replace lost cards.

Confidentiality of User Records: Pursuant to *Connecticut General Statutes Sec. 11-25 (b)*, identifiable personal information contained in the circulation records of the public libraries within the consortiums shall be confidential.

Library Card Registration:

Adults: Adults must provide the Library with proof of Old Saybrook residency with address. The following items are acceptable forms of identification:

- Driver's License, Connecticut State Photo ID, or Federal Photo ID
- Utility Bill dated within last 30 days
- Town Tax statement
- Tax bill or receipt
- Mail postmarked within last 30 days
- Other documents accepted on a case by case basis

Minors: Minors until the age of 18 must have a parent or a legal guardian present with the applicant and sign the application. The parent or guardian's identification or Acton Public Library card will be accepted as proof of residence. Parents or guardians are responsible for all items checked out by children under the age of 18. Parents are also responsible for monitoring their child's borrowed materials.

Teacher Cards: Teachers, homeschool educators, preschool or daycare providers who live in or work in Old Saybrook, may apply for a teacher library card. The teacher card allows educators to keep their personal account separate and has a 5 week loan period. There are no fines associated with a teacher card, but items lost or damaged are the responsibility of the teacher. These cards are updated yearly.

Out-of-Town Residents: Residents of other Connecticut Towns may use their valid, home-town library card to check-out materials at the Acton Public Library. If a patron has an expired out-of-town LION (Libraries Online) library card, the expiration date will be extended for one month to allow the patron to update their cards at their home library.

Blocked Library Cards: Library cards will become blocked if an item(s) is lost/damaged and not paid for. Parents or guardians whose library cards are blocked due to lost items are not allowed to use their child's card until their own record has been cleared. A child may continue to use their card to check out materials if their parent's/guardian's card is blocked.

Library Card Usage:

Borrowing Materials: Your valid library card must be presented upon checkout. The Acton Public Library is part of the LION Consortium. This consortium is comprised of 30+ public libraries and one college library, and shares a catalog that contains the full collections of the member libraries which can be searched simultaneously or by library.

From the catalog, a patron can request any title, and, subject to the policies, an available item will be retrieved and sent to the patron's library via the State Library's deliverIT program. LION also participates in an auxiliary delivery system to streamline the efficiency of book delivery from library to library. The LION collection totals over 830,000 titles and 2.5 million items.

Loan periods at the Acton Public Library are created to align with the LION Consortium's best practices. If the due date falls on a Holiday or a day when the library is closed, the loan period will be extended until the next day the library is open.

Loan Periods (in days):

- 3 Days: Fast Flix Movies
- 7 Days: Adult Express Books, DVD's & Blue Rays, Magazines
- 21 Days: Books, Audiobooks, Kits, Music CD's, Playaways
- 90 Days: Rotating Collections

Renewing and Reserving Materials: Most items can be renewed. Renewals can be made in person, on the phone and through the catalog. Museum passes, Fast flicks, Express items cannot be renewed. Other items can be renewed 2 times unless there is a reserve on the item, and ILL items may be renewed once provided the lending library allows.

A reserve can be placed on any item except museum passes, Fast Flicks and Express fiction. Reserves are honored in the order taken. Patrons will be notified when item is available and it will be held for one week.

Returning Items: Items can be returned when the library is open or closed. Books should be returned to the main circulation desk when returning inside. There are 2 external book returns slots located near both the front and rear entrances of the building. If the book returns are full and you cannot insert any more items, please do not leave items outside.

Inter-Library Loans: Items that are not within the LION Consortium, but within the State of Connecticut will be subject to our InterLibrary Loan (ILL) Policy (*can be found on page?*).

Non-Circulating Items: Newspapers, ready Reference materials, and items in the case reference section (Local Historical), do not circulate. Copiers are available for people needing copies of information from materials that don't circulate. There is a charge for copies made using library copiers.

Fees and Fines

Fines: As of January 1st, 2019 the Acton Public Library will be eliminating mandatory fines on a majority of our materials. Fines can prevent some patrons, especially children, from checking out our collection items. One of the library's missions is to connect patrons with materials and the threat of fines gets in the way of this goal.

The Acton Public Library will inform the patron of the amount of money that would normally be collected if a fine structure were in place. Patrons will have the option of donating that or a different amount of money. The Library does not want to financially burden patrons, but if patrons are able to donate, the library is appreciative. The Acton Public Library will be instituting a donation jar so that patrons may still contribute to the library collection procurement.

The library will also accept unexpired canned goods, in good condition, for the local soup kitchen at the equivalent rate of \$1.00 for one canned item.

The below fines schedule is a suggested donation amount, except for museum passes and Children's Kits, which exceptions are noted below.

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| Books, Magazines, Audiobooks, Music CDs, DVD'S | \$.10 per day suggested , max \$5.00 per item |
| Museum Passes | \$5.00 per day, max \$20.00 per pass |
| Kits (Children's) | \$.10 per day, max \$5.00 per kit |

After an item is two weeks overdue, a reminder is sent to the patron. **At three weeks overdue the item is considered lost, the card will be blocked, and no activity will be allowed on the card.** A bill for replacement cost will be sent, with the following language; "This is a bill for replacement of lost materials. To reduce the amount owed, please return the item(s). No refunds of any of these charges will be made if lost item is found after payment.

Lost or Damaged Items: A patron who lost or damaged an item of the Acton Public Library's collection will be asked to pay the replacement cost of the item, a default cost of 25.00 per book. Consideration of age and availability will be taken into consideration when an item is charged to a patron for replacement. We will not accept replacement items in lieu of money.

Items that belong to other libraries, even if checked out at the Acton Public Library may have different fine schedules. The fines rules from the owning library will apply.

(Approved December 11th, 2018)