

## CIRCULATION

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1. No materials may be checked out without a library card or proper identification.
2. A 2 day hold may be placed on items for an individual who cannot present his or her library card.

## BORROWING PRIVILEGES

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A reasonable number of books or magazines may be checked out at any given time. The following limits apply to specific materials classifications:

- 1) 5 videos may be checked out on any given Library card at one time
- 2) 5 audio books may be checked out on any given Library card at one time
- 3) 5 magazines may be checked out on any given Library card at one time
- 4) 25 books may be checked out on any given library card at one time.

## LOAN PERIODS

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Loan periods on materials are as follows:

- All print books, audio books and magazines have a 3 week checkout
- All DVDs have a 7 day checkout

## RENTAL FEES

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All items in the library are available free of charge with use of a Library card.

Certain high demand items such as test Preparation Guides may have \$5.00 deposits which are refunded when the items are returned.

## LOAN RENEWALS

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All items may be renewed two times for a total checkout period of 9 weeks. No item will be renewed if there is a reserve placed against the item. Items may be renewed over the phone and internet.

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### ITEMS RETURNED IN THE DROP-BOX

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All items returned in the drop box will be processed as the first order of business each day. Items returned in the drop-box will be checked in as if they had been returned on the previous day.

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### OVERDUE FINES

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The automated circulation system will maintain all records regarding fines. The following amounts are charged for various overdue items:

<b>Charges:</b>	<b>Regular fines</b>	<b>Maximum fine</b>
Books/Mags.	.10 per item per day	\$5.00 per item
Audio Books	.10 per title per day	\$5.00 per title
Movies on DVD	\$1.00 per video per day	\$5.00 per title

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### GRACE PERIOD

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**A two day grace period is granted before fines are levied.** All fines are charged per item. Multiple overdue items on a single card are all subject to the daily and maximum fine rates. Payment of fines by cash, credit/debit cards and other electronic means is handled by the circulation desk staff. No checks are accepted.

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### OVERDUE NOTICES

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When Library property is not returned to the Library on time, a notice will be generated by the circulation system and mailed to the patron. Patrons may elect to receive e-mail notices. All notices include the title, author and call number of the delinquent item, the date the item was due, the date the notice was mailed and the name and address of the patron. The initial notice will be sent to the patron two

weeks after the item is due. A second notice will be sent approximately four weeks after the item is due. A final notice will be sent six weeks after the item is due.

If there is no response by the patron to the first three notices, a bill is sent eight weeks after the item was due stating the full cost of the item. If patrons return the item after receiving the bill, fines will cease to accumulate and the patron will be responsible for paying the amount in fines rather than the replacement cost of the item.

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## DELINQUENCIES

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All overdue materials, fines and fees will be tracked the Library's automated circulation system. Staff members will inform patrons of any delinquent materials upon check-out.

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## DELINQUENCIES-REVOCAION OF BORROWING PRIVILEGES

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The Library revokes the borrowing privileges of patrons who have accumulated a total above \$5.00 in fines or bills for replacement. A patron must pay enough to bring the account to the \$5.00 threshold in order to have borrowing privileges restored.

Patrons may be denied check-out of materials if any of the following delinquencies appear on the record:

1. The patron has more than \$20 in late materials which have yet to be billed as lost
2. The patron has more than \$2.00 in accumulated fines for overdue material

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## COLLECTION OF UNRETURNED MATERIALS

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The Library will refer patrons with unreturned items to its collection agency or prosecuting attorney two weeks after final billing notices are mailed.

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## DELINQUENT PAYMENT RECORDS

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Staff will enter all payments patrons make against fines and fees in the automated circulation system. The system will clear fines from patron records as the payments are made. Staff will offer every patron a receipt for fines or fees paid.

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### CHARGES FOR DAMAGED AND LOST MATERIALS

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Patrons returning library material that is damaged to such an extent that full price must be charged may keep the damaged item once the item has been paid for. Patrons will not be charged for minor damage which does not affect the use of the material.

Damage such as a few slightly torn pages or minor pen, pencil or crayon marks should be noted on the item and in the computer with the date the damage was observed by staff. Loose, split or well-worn bindings are not ordinarily considered damage. Misuse and poor handling of materials is a reason for charging replacement cost.

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### CLAIMS RETURNED

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From time to time, patrons will claim that they have returned books which still show as outstanding on their records. Patrons will be allowed to process a "Claims Returned" transaction on a limited basis. A limit of 5 "Claims Returned" items will be allowed for any given patron. Any items not returned beyond this limit will result in the patron being responsible for the replacement cost for the additional items. The limit of 5 items claimed to have been returned is a life-time limit. If the items are subsequently found by patrons or staff, the "Claims Returned" total will be reduced by the number of items found.

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### RESERVES

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Patrons may reserve books owned by, or on order for the Library as well as items owned by Valley Library Consortium libraries. Patrons will be notified by telephone, Email, postal mail when the reserved item becomes available.



## LENGTH OF RESERVE

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To ensure adequate pickup time, a reserve will be held for a patron for two weeks. After that period, if the patron has not come to check out the item, the next person on the reserve list will be notified.

## INTERLIBRARY LOANS

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Interlibrary Loans are borrowing privileges libraries extend to patrons of other libraries. Loan periods may range from one to four weeks. The Bridgeport Public Library provides ILL service free of charge to its patrons who have library cards in good standing.

## RESTRICTIONS ON INTERLIBRARY LOAN SERVICES

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As a general rule, audio/visual materials (CD's, videotapes, books on cassette, etc.) are available through the ILL service. Microfilm and microfiche may be available through ILL services, but patrons should be informed that Library staff will need to verify availability before submitting the ILL request.

Amended July 24, 2018