

# TOLLAND LIBRARY CIRCULATION POLICY

## **SERVICE AREA**

The services of the Tolland Public Library will be available free of charge to all residents of Tolland and members of Connecticut.

## **LIMITING OF SERVICES**

The use of the library or its services may be limited when excessive demands of groups or individuals tend to curtail service to the general public.

## **DENIAL OF SERVICES**

The use of the library and its services may be denied for due cause. Such cause may be failure to return books or pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises. Library services will not be denied or abridged because of religious, racial, economic, or political status.

## **CIRCULATION POLICY**

A valid library card must be presented for each transaction. Non-residents must have a current card from their hometown library.

## **LOAN PERIODS**

New books may be borrowed for 14 days. New books may be renewed once providing they have not been requested by another patron. Books, audiobooks, music CDs, and books on CD circulate for 21 days and may be renewed twice. Nonfiction Videos and DVDs circulate for two weeks with no renewals. Popular videos and DVDs circulate for 7 days with no renewals. Magazines circulate for 14 days with one renewal. Items may be renewed in person, by phone, or online.

## **LOAN LIMITATIONS**

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| <b>Audiobooks</b>                           | <b>No limit for a period of 21 days, two renewals</b>   |
| <b>Music CDs</b>                            | <b>No limit for a period of 21 days, two renewals</b>   |
| <b>Books on CD</b>                          | <b>6 per patron for a period of 21 days, two renewals</b>   |
| <b>Magazines</b>                            | <b>No limit for a period of 14 days, one renewal</b>  |
| <b>New Books (Fiction &amp; NonFiction)</b> | <b>No limit for 14 days, 1 renewal if no other holds</b>  |
| <b>Books (Fiction)</b>                      | <b>No limit for a period of 21 days, two renewals</b>   |
| <b>Books (NonFiction)</b>                   | <b>No more than 6 on a subject for a period of 21 days, including children's</b>  |
| <b>Reference</b>                            | <b>Does not circulate but some books may be checked out overnight with permission of the Library Director or Adult Services Librarian</b> |
| <b>Popular Videos</b>                       | <b>No limit for a period of 7 days, no renewal</b>  |
| <b>Other Videos/DVDs</b>                    | <b>Educational and travel unlimited for 14 days</b>   |
| <b>DVDs</b>                                 | <b>3 children and 3 adult DVDs for a period of 7 days, no renewal. No limit on educational DVDs</b>                                       |
| <b>Downloadable Audio Books</b>             | <b>5 per patron for a period of 14 days</b>   |
| <b>Museum Passes</b>                        | <b>1 per family for a period of 3 days</b>  |

**Fines for late videos and DVDs: \$1.00 per day-maximum fine \$10.00. Fines for books, audiobooks, CDs, and magazines, and most other items: \$.15 a day with a maximum fine of replacement cost of the item.**

Revised October 1, 2010