

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 2 weeks. New books may be renewed once providing they have not been requested by another patron. Four week books, books on tape, and books on CD may be renewed once. Videos, DVDs, and magazines may not be renewed. Items may be renewed in person, by phone, or online.

LOAN LIMITATIONS

Audio & book cassettes	No limit for a period of 4 weeks, one renewal
Language cassettes	No limit for a period of 4 weeks, one renewal
Music CDs	No limit for a period of 4 weeks, one renewal
Books on CD	6 per patron for a period of 4 weeks, one renewal
Magazines	No limit for a period of 4 weeks; no renewal
New Books (Fiction & NonFiction)	No limit for 2 weeks, 1 renewal if no other holds
Books (Fiction)	No limit for a period of 4 weeks, one renewal
Books (NonFiction)	No more than 6 on a subject for a period of 4 weeks, including children's
Reference	Does not circulate but some books may be checked out overnight with permission of the Library Director or Adult Services Librarian
Popular Videos	No limit for a period of 7 days, no renewal
Other Videos	Educational and travel unlimited for 2 weeks
All DVDs	3 children and 3 adult DVDs for a period of 7 days, no renewal. No limit on educational DVDs
Downloadable Audio Books	5 per patron for a period of 14 days
Museum Passes	1 per patron for a period of 2 days

Fines for late videos and DVDs: \$1.00 per day. Fines for all other items: \$.15 per day.