

## **TOLLAND PUBLIC LIBRARY CIRCULATION POLICY**

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

**LIMITING OF SERVICES** -The use of the library or its services may be limited when excessive demands of groups or individuals 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.

**CARD 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 and renewed once. Books, audiobooks, and music CDs circulate for 21 days and may be renewed twice. Nonfiction DVDs circulate for two weeks with no renewals. Entertainment films circulate for 7 days with no renewals. Multi-disc (more than 2) fiction TV series DVDs circulate for 7 days with one renewal. Magazines circulate for 14 days with one renewal. Table top games may be borrowed for 14 days with no renewals and no holds. Any item that has a hold on it may not be renewed. Items may be renewed in person, by phone, or online.

### **LOAN LIMITATIONS**

Audiobooks	6 per patron for a period of 21 days, 2 renewals
Music CDs	No limit for a period of 21 days, 2 renewals
Magazines	No limit for a period of 14 days, 1 renewal
New books	No limit for a period of 14 days, 1 renewal
Books (Fiction)	No limit for a period of 21 days, 2 renewals
Books (Nonfiction)	No more than 6 on a subject for 21 days, 2 renewals
Reference	Do not circulate – Permission to borrow may be granted.
DVDs	Nonfiction limit of 5 for 14 days, fiction limit of 5 adult and 5 children's DVDs for 7 days, no renewal

TV series DVDs	Part of the fiction limit of 5 for 7 days, one renewal
Downloadable audio/ebooks	5 per patron for a period of 14 days
Museum passes	1 per family for a period of 3 days, no renewal
NOOKs	1 per family for a period of 14 days, no renewal
Table top games	1 game per person for a period of 14 days, no renewal or holds,

Museum passes and NOOKs can only be checked out by Tolland patrons and must be returned to the Tolland Public Library building.

Table top games must be returned to the Tolland Public Library at the circ desk, not at the book drop.

Fines for late videos and DVDs are \$2 per day. Table top games are \$1 per day. Fines for books, audiobooks, CDs, magazines, and most other items are \$.15 per day. Museum passes and NOOKs are \$5 per day. The maximum fine for an item will not exceed the cost of that item.

Adopted by the Tolland Library Board of Directors, September 24, 2018