

## **1.1 CIRCULATION POLICY**

### **1.1-1 CONFIDENTIALITY OF PATRON RECORDS**

- a. Material offered in or through the library for public use shall be loaned to qualified borrowers as a matter private to the borrower. No information relative to a borrower's use of library material may be provided to any third party (whether individual, governmental, or otherwise defined) except as may be required to retain possession of library property. The purpose of this policy is twofold:
  1. To affirm the Board's intent that access to information and materials in the North Branford Library Department shall be private, and free from any coercive influence; and
  2. To state hereby the Board's intent to shield the borrower from possible coercion in the use of library materials, and to protect this privacy.
- b. The library will preserve the privacy of personal circulation records, (including overdue records and patron registration records) to the fullest extent permitted by law. Section 11-25(b) of the Connecticut General Statutes prohibits disclosure to all third parties, excluding the parents or guardians of minors. Library staff shall not release library records to any person other than the patron named in the record (i.e., the library card holder). Records shall be released to the parents or guardians of minor children only with the approval of the Library Director. Circulation records do not include non-identifying material such as circulation statistics, or non-identifying information on the circulation of specific materials or reference questions asked.
- c. Circulation records shall not be made available to any agency of the state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
- d. Any employee of the library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any library records shall promptly notify the Library Director. If the Library Director is not available, the employee shall promptly notify the Town Manager and the Chairperson of the Library Board. The Town Manager, in consultation with the Library Board, shall act on behalf of the North Branford Library Department.
- e. The Library Director, in a timely manner, shall review all requests and orders, and respond in an appropriate manner to each such request and order in accordance with this policy. The Library Director shall promptly notify the Town Manager and the Chairperson of the Library Board of any such request or court order. The Town Manager

and/or Library Board shall seek the advice and legal representation of the Town Attorney during the execution of any court order.

- f. Upon being served with a search warrant, the Library Director, Town Manager, or Chairperson of the Library Board shall immediately consult with and/or seek the legal representation of the Town Attorney. The Library Director, Town Manager, or Chairperson of the Library Board may also request that the Town Attorney be present during the execution of said search warrant.
- g. In the absence of any of the court orders referenced above, the Library Director shall deny, in writing, all requests for the release or disclosure of library records as defined under state statute, unless the Library Director has received the named person's written consent for such release or disclosure.

### **1.1-2 RULES FOR BORROWING LIBRARY MATERIALS**

- a. Limitations on borrowing materials:
  - The Library Director may place new books, books in current demand, reference books, or any special material such as recordings and periodicals, on a shorter loan period and limit or suspend the renewal privilege.
  - The number of materials borrowed on a library card at one time is governed by the borrower's need and the demand on the collection. The librarian on duty may limit loans from a subject area to avoid depleting materials on that subject.
  - All materials except those, which are in special demand or cannot be duplicated, including rare and fragile items, will be loaned for home use under library regulations and procedures.

b. Loan periods:

Loans, Renewals, Fines				
	Loan Period	Renewals*	Fine Free?	Holds Allowed?
<b><u>ADULT</u></b>				
<b>PRINT</b>				
Books	21 days	2	Y	Y
New Books	14 days	2	Y	Y
Large Print Books	21 days	2	Y	Y
New Large Print Books	21 days	2	Y	Y
Magazines	7 days	2	Y	Y
Interlibrary Loan	varies	0	No, .10/day	N, call Library to request titles
<b>AUDIOVISUAL</b>				
Audiobooks	21 days	2	Y	Y
Music CDs	21 days	2	Y	Y
Movies & TV shows on DVD	7 days	2	Y	Y
<b><u>CHILDREN'S</u></b>				
<b>PRINT</b>				
Books	21 days	2	Y	Y
Magazines	21 days	2	Y	Y
<b>AUDIOVISUAL</b>				
Audiobooks	21 days	2	Y	Y
Music CDs	21 days	2	Y	Y
A/V Sets (book/CD)	21 days	2	Y	Y
Movies & TV shows on DVD	21 days	2	Y	Y
<b><u>OTHER</u></b>				
Learning Backpacks	21 days	2	Y	Y
Lawn Games	7 days	0	No, \$10.00/day	Y
Library of Things	7 days	0	No, \$10.00/day	Y
Memory Kits	7 days	0	No, \$10.00/day	Y
Museum Passes	2 days	0	No, \$10.00/day	N, call Library for availability
Book Club Sets	6 weeks	0	No, \$1.00/day	N
*Renewals are automatic for eligible items only				
Unreturned items are charged to the patron's account when they are 28 days overdue				

c. Library cards:

- The library may issue library cards to all residents of the community. Proof of residency, such as a driver's license or a piece of business mail, must be provided before a card is issued. Service will not be denied or abridged because of religious, racial, social, economic, or political status. Residents of other towns where libraries participate in a state or library cooperative delivery system shall have full borrowing privileges in all library departments, provided that they are patrons in good standing both in North Branford and in the town of their residence.
- There is no minimum age to get a library card, but approval from a parent or guardian is required for children under the age of 14 to obtain a card. Parents or guardians must prove residency for children under 14 years of age, in one of the following ways:
  1. Accompanying the child to the library, and having their own local library card or other proof of residency as described above
  2. Sending the parent or guardian's proof of residency with a grandparent or other family caregiver, who comes to the library with the child.

The borrower or guardian is responsible for the card's security, for any material checked out, and for any charges incurred. Young people 14 years of age or older may provide their own proof of residency (school I.D.'s are acceptable) and acquire a library card on their own.

- A card holder is responsible for all materials drawn on his card. Parents or guardians may be held responsible for all materials drawn on the cards of children who are minors.
- Only library card holders may borrow materials. A library card, or personal identification approved by the Library Director, must be presented whenever materials are drawn.
- Library patrons are responsible for keeping their own cards. Cards are not kept on file at the libraries. Patrons should give the library prompt notice of any loss of card or change of address. Initial cards and replacement cards shall be issued free of charge.
- Borrowing privileges may be suspended if a borrower does not adhere to library regulations or has overdue materials charged against his card. At the Library Director's discretion, the library may refuse to issue a card to any person who has a history of repeated delinquencies in the use of library materials, or to any parent whose minor children have such a record of delinquencies. A person's borrowing privileges may be suspended if any of the following limits are met or exceeded:
  1. \$5.00 owed in fines;
  2. Five overdue items;
  3. \$5.00 worth of overdue items for which the person has been billed.

- A library card issued at the Atwater Memorial Library or the Edward Smith Library shall be honored in all library departments. Library cards from towns whose libraries participate in a state or library cooperative delivery system shall be honored.<sup>4</sup>

d. Overdue policy:

- A fee of ten (10) cents per day will be charged on all materials not returned by the due date. This overdue fine shall not, however, exceed \$5.00 (or the cost of the item if less). A grace period of two (2) days will be allowed, during which fines will not be charged. Materials three days or more overdue will be charged in full. Fines will not accrue for days that the library is closed.
- Upon recommendation by the Library Director and approval by the Library Board, fees higher than ten (10) cents per day or \$5.00 per item may be charged and/or the grace period may be eliminated on certain materials, the late return of which will be a serious disservice or inconvenience to library patrons.
- After loans become overdue or fees are not paid, overdue notices shall be mailed, phoned, emailed, or texted on a schedule set by the Library Director. Extremely long overdue materials (8 weeks or more) may be referred to the town's Police Department for action.
- Borrowers are responsible for the full replacement cost of library materials lost or accidentally damaged. The cost appraisal will be made by the Library Director and will be final. Willful damage to borrowed library materials, such as marking and removing pages, is punishable under Connecticut Statutes, Sec. 53a-115 to 53a-117.
- A return box shall be accessible outside each library for the return of materials at any time of day. Materials will be considered returned when the box is emptied at the beginning of each working day. Use of the return box may be restricted for certain easily damaged materials at the discretion of the Library Director.

e. Reserving library materials:

- A person may reserve a book or other item that is not immediately available. Upon the book's availability, the patron will be notified by telephone, email, or text and the book held for four (4) days, unless other arrangements are made at the time of notification.