



Circulation Policy

I. Statement of Purpose

The Westport Public Library Board of Trustees has determined that Library's users who borrow items from the Library's collections should be subject to a published written policy. The purpose of this Circulation Policy is to establish the procedures and rules applicable to the Library's users with respect to such borrowing, and which will be applied without discrimination and in the best interests of all of the Library's users.

II. Library Card Required to Borrow

Anyone borrowing an item from the Library's collection will be required to possess a valid library card registered with the Library ("Library Card").

The Library will issue a free Library Card to any person who is a current resident of Westport (whether full or part-time) and can establish proof of such residency. Upon presentation of proof of residency (e.g. – a driver's license, a deed, a lease or a utility bill with a Westport street address), the Library will issue a Library Card. A post office box number will not be considered proof of residency.

A Library Card holder may use his or her Library Card in any public library in Connecticut under the state-funded Connecticard program. Likewise, residents of other towns in Connecticut may borrow materials from the Library with a current library card from their hometown public libraries.

Out-of-state residents who work in Westport may be issued a card for use in the Westport Public Library only. Out-of-state residents who do not work in Westport may be issued this card by paying an annual user fee of \$100.

The Library Card holder is responsible for all items checked out on his or her Library Card. If the Library Card is lost, the holder should notify the Library as soon as possible. Upon such notification, the Library will cancel the old card and issue a new card.

III. Children's Library Cards

A child may have a Library Card at any age with a parent's permission. A child who is a Library Card holder may borrow from the entire collection of the Library. Parents are encouraged to supervise their children's reading and borrowing.

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IV. Loan Periods

The standard loan period is three weeks. Express books are duplicate copies of popular books and are loaned free of charge for three days.

Videocassettes and DVDs are loaned for one day, one week or three weeks depending on length and demand. Express videocassettes and DVDs are loaned for one day.

An extended six-week loan period is available for teachers. For further information, please contact the Children's Services staff.

Extended flexible loan periods are available upon request.

V. Fines and Fees

The following are the overdue fines:

- videocassettes and DVDs: \$1.00 per day
- express books: \$0.25 per day
- all other items: \$0.15 per day.

The maximum fine per item is \$10.00.

The Library will charge the list price of an item that any borrower loses or returns in damaged condition. The Library will refund the price of a lost item if the borrower returns it in useable condition within three months.

VI. Overdue Notices

The Library will notify borrowers who have overdue materials within a reasonable period of time. Repeated notices with no action on the part of the borrower will be turned over to a collection agency for follow-up. If a borrower owes more than \$5.00 in fines, the Library may suspend the borrower's borrowing and other Library privileges.

VII. Renewals

Borrowers may renew most items from the Library's collections twice. A borrower may renew items at the Circulation Desk, the Audio-Visual Desk, by phone, using the online catalog on the Library's web site, or at any public access catalog terminal. The Library cannot renew an item if another user has placed a hold on it, but that borrower's name can

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be added to the waiting list.

VIII. Borrowing Confidentiality

Library users' borrowing records are confidential and excluded from the Connecticut Freedom of Information Act under Section 11-25(b) of the Connecticut General Statutes.

IX. Enforcement

The provisions of this Circulation Policy will be construed and enforced by the Library Director at his or her sole discretion. All decisions, determinations and actions taken by the Library Director with respect to this Circulation Policy are final and are not subject to review.

X. Amendment

The Library Board of Trustees reserves the right to amend this Circulation Policy at any time.

Adopted by the Library Board of Trustees May 20, 1998; revised July 1998; amended October 17, 2007.