



Weston Public Library

Circulation Policies

Library Cards

Free Library cards are issued to residents of Weston upon registration at the Library. Our Library cards are honored in all public libraries in the state. Cardholders are responsible for items checked out on their library cards. Cards are issued for a period of three years, requiring updating upon expiration. Lost library cards may be replaced for a fee of \$1.00. Adults may be asked to provide proof of current street address upon registration. Driver's licenses, leases, or utility bills are acceptable forms of identification. A post office box is not a sufficient address.

We welcome children to the Library and issue cards to registered kindergarten pupils and older students. Your child may borrow items from the entire Library collection. The staff is responsible for providing equal access to services for all Library users. Parents who prefer their children not have access to certain materials should so advise their children.

Materials, length of loan and fees

Regular book loan	21 days \$.10 per day/2 renewals
Books on CD	21 days \$.10 per day/2 renewals
Compact discs	21 days \$.10 per day/2 renewals
New non-fiction books	14 days \$.10 per day/1 renewal
New fiction books	14 days \$.10 per day/1 renewal
Magazines	14 days \$.10 per day/no renewals
eReaders	14 days \$5.00 per day/no renewals
Travel books	7 days \$.10 per day/2 renewals
Videocassettes, DVDs	7 days \$1.00 per day (maximum of 5/family)/no renewals
Museum Passes	7 days \$1.00 per day/no renewals

Patrons may check out up to 20 items at a time on their library card, not including downloadable items. Should a patron be unable to present a library card, borrowing will be limited to five items. This limitation will also apply in the event that our automated system is down.

Renewals

Most items in the Library's collection may be renewed if no other patron has placed a reserve on the item. Renewals may be made online or by telephone as well as at the Library desk.

Notice of Overdues

An overdue notice is sent two weeks after an item was due. A second notice follows four weeks later. Notices will be sent via email, or if no email is provided at time of registration, by mail. A bill for the replacement cost of the item is sent by mail three months after the item was due. Borrowing privileges will be suspended if fines or lost materials owed against a card reach \$10.00. All privileges will be reinstated upon return of lost materials or payment of monies owed.



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Privacy

Library patron's borrowing records are confidential and excluded from the Freedom of Information Act. Library staff may not give information about a patron's borrowing record to anyone other than that patron.

Adopted April 2, 2002

Updated February, 2007

Updated November, 2010

Updated February 4, 2014