

# Weston Public Library

## Circulation Policies

### Library Cards

Free Library cards are issued to residents of Weston upon registration at the Library or through the Library's website. Cards requested through the Library's website that are not picked up in person will be mailed to the resident after 3 months. Weston 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. Please notify the Library of a lost card or any changes to your contact information.

Children aged 12 and under must have a parent, caregiver, or guardian present when registering for a Library card. Children 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. Parents or legal guardians are responsible for the return of all borrowed materials to the Library.

### Materials, length of loan and fees

Item	Loan	Late Fee	Renewals (if no hold)
Regular book loan	21 days	\$.10/day, \$5 max	2
Audiobooks	21 days	\$.10/day, \$5 max	2
CDs	21 days	\$.10/day, \$5 max	2
New adult non-fiction	14 days	\$.10/day, \$5 max	1
New adult fiction	14 days	\$.10/day, \$5 max	1
Lucky Day books	14 days	\$.10/day, \$5 max	0
Magazines	14 days	\$.10/day, \$3 max	0
New adult DVDs	7 days, 5/family	\$1.00/day, \$10 max	0
Feature film DVDs	7 days	\$1.00/day, \$10 max	1
Documentary DVDs	14 days	\$1.00/day, \$10 max	0
Museum passes*	7 days	\$1.00/day, \$5 max	0
Board games*	7 days, 1/family	\$1.00/day, \$10 max	0
Library of Things/Chromebooks*	14 days	\$1.00/day, \$10 max	0
SHELFpacks*	14 days, 1/family	\$1.00/day, \$10 max	0
LaunchPads*	7 days, 1/family	\$1.00/day, \$10 max	0
Video Games*	7 days, 1/card	\$1.00/day, \$10 max	0
Nintendo Switch Console*	7 days, 1/family	\$1.00/day, \$10 max	0
Wonderbooks*	21 days, 2/family	\$.10/day, \$10 max	0

\*These items must be returned directly to the Weston Public Library.

Patrons may check out up to 100 items at a time on their library card, not including downloadable items. A library card may be used only by the person to whom the card was issued and may not be transferred to another person.

## **Renewals**

Items checked out to a patron will be automatically renewed if no other patron has placed a reserve on the item and if the item is eligible for a renewal according to the policies above. Account information, including due dates, is available by logging into your account at [www.westonpubliclibrary.org](http://www.westonpubliclibrary.org). Please email or call the Library for any questions regarding renewals.

## **Notice of Overdues**

An overdue notice is sent 7 days after an item was due. A second notice follows two 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 30 days after the item was due. Borrowing privileges will be suspended if fines owed against a card reaches \$25 and/or there are charges for lost/damaged materials. All privileges will be reinstated upon return of lost materials or payment of monies owed.

## **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. Please see the Library's Confidentiality Policy.

## **Connecticut Residents Who Live Outside of Weston**

The statewide BorrowIT CT program allows any Connecticut resident with a valid library card to register that card for privileges at the Weston Public Library. These borrowing privileges pertain to the physical collection only and do not apply to Weston's digital collections. Likewise, patrons may use their Weston Public Library card at any other Connecticut library with the same limitations.

## **Temporary Residents**

People who are residing temporarily in Weston and have a Weston mailing address as their primary address (e.g. au pairs) may apply for borrowing privileges. These cards provide access to all materials and services available to Weston residents.

## **Weston Town Employees and Teachers**

Weston Town employees and teachers in the Weston Public Schools or other schools located in Weston who do not reside in town are eligible for borrowing privileges. Employees and teachers will be issued a non-resident card and will have access to all materials and services available to Weston residents.

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