

## **Thompson Public Library**

### Circulation Policy

#### ***Library cards***

A library card **MUST** be presented at time of check out in order to borrow materials.

#### Thompson residents

Library cards are free to all Thompson residents of any age. Proof of residency and/or photo identification is required. Cards are issued for a term of 3 years, and will be renewed in person upon the verification of current address/telephone information.

#### Temporary cards

A temporary card will be issued when a patron can not provide proof of residency. The patron may borrow no more than 5 books for a two week period. A letter is mailed to the address provided, which the patron must then bring to the Library to have their privileges extended.

Out of town – ConnectiCard Under Section 11-31 of the General Statutes of Connecticut, any Connecticut resident with a valid card issued by his or her home public library may borrow from any other public library in the state. The Thompson Public Library will not issue cards to out of town residents.

Out of state - Adult patrons can register for a card for an annual fee of \$35 with proof of residency. Card is for use at the Thompson Public Library only. Patrons meeting any of the following exceptions will be issued a card at no charge: children attending any Thompson school, Thompson property owner, or is employed in Thompson. Proper verification is required.

Seasonal - A card will be issued to seasonal residents with proof of local and home residency. This card is for use at the Thompson Public Library only. The card is free.

Children - Please see separate policy

Teachers - Please see separate policy

Replacement Cards – The first time a card is replaced, a \$2 fee will be charged. The second and subsequent requests for a new card will be charged \$5.

#### ***Lending periods***

##### Three week loan period

Books, audiobooks, musical CDs  
magazines - current issue of weekly magazines do not circulate  
Chilton's car repair manuals - \$10 deposit per book required, returned at check-in

##### Fourteen day loan period

Non-fiction movies  
e-readers

##### Seven day loan period

Fiction movies, Daypacks

##### Three day loan period

Cultural attraction passes

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System down time - In the event the computer system is unavailable/"down", patrons will be limited to borrowing 2 items per family and a valid library card must be presented at time of check out.

***Item limits***

Audiobooks: Adult titles must be borrowed on an adult card.

Passes and daypacks: Limit one per family per day. Must be borrowed on an adult card.

Movies: Limit of 10. Must be borrowed on an adult card.

Musical CDs: Must be borrowed on an adult card.

***Renewals***

With the exception of movies & cultural attraction passes all items may be renewed once for an additional loan period allowed unless on hold for another patron.

***Fines***

- Fines are not charged on days the Library is closed.
- Patrons owing \$5.00 or more in fees will be blocked from using their Library card.
- Homebound patrons are not charged fines.

Books, magazines – no fines

Movies, passes and daypacks - \$1.00 per day per item, not to exceed \$10.00 per item

Audiobooks, musical CDs - .25 per day per item, not to exceed \$5.00 per item

e-readers - \$5 per day, no maximum

***Payments*** - We appreciate our patrons resolving any fees owed to the Library. Please note the following: checks will only be accepted for amounts OVER \$5. Checks are to be made to the order of Thompson Public Library. Also, patrons will be assessed a \$20 fee in the event a check is returned to the Library/Town from any banking institution due to insufficient funds.

AB / Approved by the Library Board 11/30/06

AB / Revision approved by the Library Board 5/15/08 RE: Out of State Patrons

AB / Revision approved by the Library Board 6/6/08 RE: Movie loan periods

AB / Revision approved by the Library Board 6/19/08 RE: Item limits

AB / Revision approved by the Library Board 2/19/09 RE: Movie limits and fines

AB / Revision approved by the Library Board 12/19/2013 RE: Book & magazine fines