

TOLLAND PUBLIC LIBRARY CIRCULATION POLICY

The services of the Tolland Public Library will be available free of charge to all residents of Tolland and members of Connecticard.

LIMITING OF SERVICES -The use of the library or its services may be limited when excessive demands of groups or individuals curtail service to the general public.

DENIAL OF SERVICES- The use of the library and its services may be denied for due cause. Such cause may be failure to return books or pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises. Library services will not be denied or abridged because of religious, racial, economic, or political status.

CARD POLICY- A valid library card must be presented for each transaction. If a patron has forgotten to bring their card, library staff will look up the patron with a driver's license two times. The patron will be denied service for a third look up request. Non-residents must have a current card from their hometown library. The replacement fee for a lost library card is \$3.

LOAN PERIODS -New books may be borrowed for 14 days and renewed once. Books, audiobooks, and music CDs circulate for 21 days and may be renewed twice. Nonfiction DVDs circulate for two weeks with no renewals. Entertainment films circulate for 7 days with no renewals. Multi-disc (more than 2) fiction TV series DVDs circulate for 7 days with one renewal. Magazines circulate for 14 days with one renewal. Table top games may be borrowed for 14 days with no renewals and no holds. Any item that has a hold on it may not be renewed. Items may be renewed in person, by phone, or online.

LOAN LIMITATIONS

Audiobooks	6 per patron for a period of 21 days, 2 renewals
Music CDs	No limit for a period of 21 days, 2 renewals
Magazines	No limit for a period of 14 days, 1 renewal
New books	No limit for a period of 14 days, 1 renewal
Books (Fiction)	No limit for a period of 21 days, 2 renewals
Books (Nonfiction)	No more than 6 on a subject for 21 days, 2 renewals
Reference	Do not circulate – Permission to borrow may be granted.

DVDs	Nonfiction limit of 5 for 14 days, fiction limit of 5 adult and 5 children's DVDs for 7 days, no renewal
TV series DVDs	Part of the fiction limit of 5 for 7 days, one renewal
Downloadable audio/ebooks	5 per patron for a period of 14 days
Museum passes	1 per family for a period of 3 days, no renewal
NOOKs	1 per family for a period of 14 days, no renewal, must be returned inside the Tolland Library
Table top games	1 game per person for a period of 14 days, no renewal or holds – must be returned inside the building
Hot spots	1 per family for a period of 7 days, no renewal, must be returned inside the Tolland Library
Lawn game	2 per family for a period of 7 days, no renewal, must be returned inside the Tolland Library
Children's kits	No limit for a period of 21 days, 2 renewals
Cake pans	No limit for a period of 14 days, no renewal

Many items are fine free. Some are not. Table top games are \$1 per day. Museum passes and NOOKs are \$5 per day. Hot spots and lawn games are \$2 per day. The maximum fine for an item will not exceed the cost of that item.

Adopted by the Tolland Library Board of Directors, July 25, 2022