

EASTON PUBLIC LIBRARY POLICY ON CIRCULATION SERVICES

As part of this policy, the Easton Public Library Board of Trustees adopts the American Library Association's *Library Bill of Rights* (1980, revised 2019), its *Freedom to Read Statement* (1953, revised 2004), and its related intellectual freedom documents. These documents endorse free and equal access to library materials for all people, regardless of race, creed, national origin, age, place of residence, or other personal criteria. It is the policy of the Easton Public Library that no cardholder in good standing, whether an Easton resident or a non-resident borrowIT CT borrower, will be forbidden or hindered from borrowing any item in the Library collection based on strictly personal criteria.

The Library Trustees and staff are charged with the responsibility of providing free and equal access to Library materials and services to all eligible people. Moreover, it is impossible for them to know or predict the opinions of parents/guardians regarding the specific borrowing selections made by minor children. Therefore, it is the policy of the Easton Public Library Board of Trustees that parents/guardians are responsible for monitoring and approving the selection of Library materials made by minor children. It is the parents/guardians who may restrict their children – and only their children – from borrowing specific Library materials.

Parents/guardians who wish to restrict their children access to certain materials should accompany or otherwise advise their children. The Library staff and trustees cannot and do not act in loco parentis.

Library Cards

Every Easton resident is entitled to apply for and receive a free library card from the Easton Public Library. All cards expire three years after date of issue and are eligible for free renewals. Adults, 18 years and beyond, must present proof of residence to receive a library card. A driver's license, a deed, a lease, a utility bill, a checkbook with imprinted checks, or a piece of mail with street address are acceptable forms of identification. A post office box number is not proof of residence.

An Easton Public Library card may be used in any public library in Connecticut under the state funded borrowIT CT program. Likewise, residents of other cities/towns in Connecticut may borrow materials from the Easton Public Library with a current library card from their hometown public library.

Children may receive a library card at any age with a parent's/guardian's permission. Children may borrow materials from the entire collection of the Library.

A person who owns property in Easton and lives here part of the year, but who makes one's permanent residence in another state, may be issued a library card.

A person employed in an Easton household and residing at said household may be issued an Easton Public Library card. The person must provide proof of residence and their employer must co-sign the library card application. Co-signing the library card application indicates acceptance of responsibility for Library materials checked out on the library card.

An institutional library card will be issued free of charge to any institution with offices in Easton. Applications for institutional library cards must be signed by the individual who will assume responsibility for settling damages, losses, or other assessments against the card. The resulting library card will be issued in the name of the institution and those using the card must use it for the purposes of their organization. Institutional library cards may be used in the Easton Public Library only.

Owners of Easton Public Library borrower cards assume responsibility for the care and safekeeping of all materials borrowed on the cards. They also assume responsibility for settling damages, losses, or other assessments incurred by the use of their cards.

Library card owners are asked to report changes in names, addresses, telephone numbers, and email addresses to the Library as soon as possible, so that the Library's borrower records can be kept up to date. Card owners also should report lost, stolen, or damaged cards to the Library as soon as possible. Parents/guardians assume the above listed responsibilities on behalf of their children.

Library cards should be presented at each borrowing transaction. If a patron does not have their library card at the time of a transaction, the Library staff will ask for another form of identification.

The Library encourages borrowers to use their own cards exclusively and not to lend them for use by others. However, when a patron wishes to borrow materials using a card that belongs to another person, the Library staff is authorized to use its judgment in assessing the safety of the transaction, and to permit such a transaction when circumstances warrant.

Loan Periods

<u>Material Type</u>	<u>Loan Period</u>
New Adult Fiction and Nonfiction Books	14 days
Adult Fiction and Nonfiction Books	21 days
New Adult and Juvenile Books on CD	14 days
Adult and Juvenile Books on CD	21 days
New Adult and Juvenile DVDs	3 days
Adult and Juvenile Fiction and Nonfiction DVDs	7 days
All Multiple Disc DVD Titles	14 days
All Music CDs	14 days
All Magazines	14 days

“Are We There Yet?” Kits	14 days
Early Learning Kits	14 days
Phonics Kits	21 days
Vox “Read Along” Books	14 days
Tonie Boxes	14 days
Board Books	21 days
New Juvenile Fiction and Nonfiction Books	14 days
Juvenile Fiction and Nonfiction Books	21 days
New Juvenile Picture Books	14 days
Juvenile Picture Books	21 days
New Young Adult Fiction and Nonfiction Books	14 days
Young Adult Fiction and Nonfiction Books	21 days
New Graphic Novels	14 days
Graphic Novels	21 days
New Playaways and Launchpads	14 days
Playaways and Launchpads	21 days
Hot Spots and Laptops	14 days
Cake Pans, Puzzles, Games, and Lawn Games	14 days

Exceptions may be made to the above loan periods, with the approval of the Library Director, for reasonable purposes, such as seasonal demand, class assignments on same subject, etc.

The Easton Public Library’s Historical Collection is usually not available for loan, but may be viewed in the Library. Exceptions may be made at the discretion of the Library Director.

The loan period on interlibrary loan items borrowed from other libraries for Easton cardholders is set by the lending library. Interlibrary loan items loaned to other libraries by the Easton Public Library for the borrowing libraries’ cardholders are loaned for 40 calendar days, beginning with the shipping date.

In order to satisfy the special needs of patrons, items in the Library’s collection occasionally may be loaned for special loan periods that differ from those specified above. The following items normally will not be eligible for special loan periods: items on reserve for other patrons, the Historical Collection, interlibrary loan items borrowed by the Easton Public Library from other libraries for a limited amount of time, items listed on the Easton/Region 9 school system’s required/suggested reading lists, seasonal items (during periods of heavy demand, as determined by the Library staff).

Renewals

Most Library materials may be renewed twice if no other patron has requested said materials. Renewals can be made online, in person, or by telephone. Renewal of interlibrary loan items borrowed from other libraries for local cardholders is dependent on the rules of the loaning library. Library staff will attempt to obtain permission to renew from the loaning library.

Items listed on Easton/Region 9 school system's required/suggested reading lists and seasonal items (during periods of heavy demand, as determined by the Library staff) may not be renewed.

Hold

If the material(s) wanted by a borrower is checked out, they may ask a member of the Library staff to place the item on hold for them. Patrons can place a hold at the Circulation Desk, by using their online Library account, by telephone, or by emailing the Library.

As soon as a reserved item becomes available, the borrower will be notified either by email, text message, or a call from Library staff. Holds of all types will be held for the requesting borrower for five business days following the day of notification. Any item placed on hold that is not picked up within this period will be given to the next requesting cardholder or, lacking further holds, re-shelved.

Quantity Limitations

Quantity limitations may be imposed at the discretion of the Library Director.

Fees

Library patrons are responsible for returning borrowed materials on or before the due date listed on their circulation receipt. Returns may be made in person, by using the book and media drops, or by returning materials to another Connecticut library, which will route the material back to Easton Public Library via borrowIT CT.

Cost for lost or damaged items will be charged according to the cover price of the item. If the item is no longer in print, the Library Director will assess the cost. Donation of a new copy of the lost or damaged item, or of a reasonable replacement for a lost or damaged item that is out of print ("reasonable replacement" as determined by the Library Director) will be accepted in lieu of paying the replacement charges. The donated replacement copy must be in good, usable condition and in the same format (hardcover for a hardcover, etc.).

If an item that was reported lost and was paid for is found and returned in good condition, the Library will refund the price of the item.

Borrowing privileges will be suspended if a cardholder owes more than \$10.00 on their account.

Overdue Notices

Although the Library does not impose late fees, it is expected that items will be returned by the due date. Overdue email notices are sent after 21 days. Items are marked lost after 84 days and the patron is notified at that time.

The Trustees and staff of the Easton Public Library wish to provide excellent customer service. It is the policy of the Easton Public Library that staff members will never be reprimanded or disciplined for erring in favor of a patron or for giving the patron “the benefit of the doubt.”

Adopted by the Easton Public Library Board of Trustees, September 9, 2024.