



## Circulation Policy

### How to Get a Library Card

- Burlington patrons 65 and older are fine free in our library. This courtesy is extended only for materials borrowed from the BPL.
- You must present a valid form of photo ID with your name and current address (driver’s license, checkbook, bill, or cancelled mail within 30 days). We also accept a current (within 30 days) online bill, along with a picture ID.
- Teens (16 1/2 years old) who have a government issued photo ID (i.e. DMV license/Passport) may apply for their own library card.
- Out of state residents living in Burlington, and working in Connecticut, may apply for an in-house card which is valid for one year and is kept at the circulation desk. A refundable deposit of \$30 is required. The fee will be returned when the patron is ready to leave town once the staff ascertains that all items are returned and fees and fines have been paid.
- Renewal of all library cards must be made in person. However, a short extension (30 days) on cards will be available until they can bring their library card to the library.
- Patrons are responsible for all the materials checked out on their card, as well as any minor children in their charge. Parents are responsible for materials checked out to their children 16 1/2 and under.
- Cards are issued to Burlington residents and are updated every three years.
- Lost library card replacement fee is \$2.00.
- **Confidentiality of Circulation Records**  
 Per Connecticut General Statutes Section 11-25(b) all circulation and patron registration information is kept strictly confidential by the library. Access to this information by other than authorized library staff is possible only through a properly authenticated subpoena. Patrons may link family member cards.

### Loan and Fine Rates

Item	Loan	Renew?	Reserve?	Limit	Fine Rate	Max Fine
<b>Adult Nonfiction DVDs</b>	21 days	Yes, 2 times	Yes	None	10 cents/day	\$5.00
<b>Audio Books</b>	21 days	Yes, 2 times	Yes	None	10 cents/day	\$5.00
<b>Books</b>	21 days	Yes, 2 times	Yes	None	10 cents/day	\$5.00
<b>Backpacks (Kits)</b>	21 days	No	No	None	\$3/day	\$5.00

<b>CD Music</b>	21 days	Yes, 2 times	Yes	None	10 cents/day	\$5.00
<b>Magazines</b>	21 days	Yes, 2 times	Yes	None	10 cents/day	\$5.00
<b>Read it Together (Kits)</b>	21 days	No	No	None	\$1.30/day	\$5.00
<b>eReaders</b>	14 days	Yes, 2 times	Yes	1	\$1/day	See Contract
<b>New Books &amp; New Nutmeg Books</b>	14 days	Yes, 2 times	Yes	None	10 cents/day	\$5.00
<b>USB Flash Drive Language Software</b>	14 days	Yes, 2 times	Yes	1	\$1/Day	\$300
<b>Playaway Views</b>	14 days	No	Yes	None	\$1/day	\$5.00
<b>Tablets (Launch Pads)</b>	14 days	No	Yes	None	\$1/day	\$5.00
<b>Child Nonfiction DVDs</b>	7 days	Yes, 2 times	Yes	None	10 cents/day	\$5.00
<b>DVDs</b>	7 days	Yes, 2 times	Yes	None	\$1/day	\$5.00
<b>Museum Passes</b>	2 days	No	No	2 different	\$10 /day	\$250

Borrowers of museum passes and electronic devices must be at least 18 years of age and possess a valid library card. Patrons may not renew materials if there is a hold on that item. Materials in great demand may be temporarily limited to a loan period of one week.

## Reserves and Interlibrary Loans

Materials that are "on order" or in circulation may be reserved in person, by telephone, or through our online catalog. Materials not owned by the library may be requested by calling or visiting the Burlington Public Library, or requesting items on our online catalog. New materials or DVDs from other libraries are not usually available through Interlibrary Loan (ILL). Other restrictions may apply.

## Overdue or Lost Fees (See Loan and Fine Rates' chart)

Patron's borrowing privileges are suspended when there are unpaid lost items or unpaid fines accruing to \$10. The majority of notices and bills are sent via emails or texts to borrowers with overdue materials as a courtesy. Items go to bill after they are overdue four (4) weeks. Prompt payment is appreciated. If a patron locates an item within thirty days (30) days after making payment for it, the amount paid for the replacement will be reimbursed. A check will be issued for refunds over \$30.00.

## Loss of Borrowing Privileges

The use of the library and its services may be denied for the following reasons:

- Failure to return materials after 3 notices
- Failure to abide by the rules of behavior as posted
- Destruction of library property
- Accumulation of \$10, or more, in unpaid charges as stated on the **Overdue Fee or Lost** section