

HALL MEMORIAL LIBRARY

CIRCULATION POLICY

Lending and providing access to library materials is a core library service, and the Circulation Policy strives to balance collection accessibility to the community with stewardship of library resources.

Registration for Library Cards

- A Hall Memorial Library card entitles all patrons to free and equal access to library materials and services.
- Residents may apply for a Hall Memorial Library card in person during regular hours, up to the last 15 minutes of the business day, by filling out the application card and presenting photo identification and proof of Ellington residency.
- Applications may also be filled out online, on the Library webpage. Email notification will be sent when the card is ready for pickup. Photo identification and proof of residency must be presented to receive the card.
- Children may obtain their first library card at age five. Parents must sign the registration card and provide proof of residency for children under 13 years of age.
- Through the “BorrowIt” program, this card will be valid at all public libraries in Connecticut.
- Temporary residents or out-of-state patrons may qualify for a limited-use card by presenting photo identification and proof of residency when residing in Ellington or proof of employment with an Ellington employer. This card will be valid at the Hall Memorial Library only.
- The registration period for residents is three years. The registration period for temporary residents or out-of-state patrons is one year, or a period to be determined by the Director.
- Upon issuance of a Hall Memorial Library card, any other card from a Connecticut public library must be surrendered, as it will be rendered invalid.
- Library cards consist of two parts. The regular-sized card is the legal library card and will need to be presented for renewal and be used when visiting other libraries. The key chain tag is a convenience, but is not the legal card as it does not meet the State requirements.
- Changes to name, address, phone number or email address should be reported to the Library as soon as possible, so as to keep the borrower’s information up-to-date.
- Lost cards should be reported to the Library immediately.

Circulation of Materials

A valid library card from a Connecticut public library must be presented to borrow items from the Hall Memorial Library. If the library card is not available, a photo ID may be used providing the patron has a valid account in the library computer system and the information on the ID matches that in the system. A library card may be used only by the person to whom the card is issued unless permission for use by another person is granted by the card holder. The card holder assumes complete responsibility for all materials borrowed. The library disclaims any responsibility for damage caused by use of any library materials.

There are currently four circulation periods for library materials: three weeks, two weeks, one week and three days.

- Three Weeks: adult, teen and juvenile books, music CDs, audiobooks, puzzles, playaways, readalongs, cake pans, realia and kits, i.e. literacy backpacks, puppets, toys, etc.
- Two Weeks: new adult books, all periodicals, nonfiction DVDs and BluRays, DVD binge boxes, board games, adventure kits and Library of Things equipment.
- One Week: adult and children’s entertainment DVDs and BluRays, lawn games
- Three Days: new DVDs and BluRays, physical museum passes

Exceptions to these periods may be established by the staff as necessary.

There is no limit to the number of items that may be borrowed, with the following exceptions:

- Limit of one adventure kit per adult card
- Limit of two lawn games per adult card
- Limit of two Library of Things equipment items
- Materials that have been identified by the staff as needed for a special purpose.

Items may be renewed once, in person, via phone or using the online library system. Information required for phone renewals includes the patron barcode number and the barcode or title of the item(s). Items with holds will not be renewed.

Items that are not available may be placed on hold. Holds may be filled with HML items once available or items may come from other libraries in the Bibliomation system. Patrons will be notified when the item is available for their use, and it will be held at the main desk for five business days. If it is not picked up within the five days, the item will be passed to the next patron or returned to the shelf or owning library.

All items may be returned in the building during business hours. Books and audiovisual materials, i.e. CDs, DVDs, etc., unless otherwise marked, may be returned in the appropriate outside deposit drops at any time. Books, magazines and audiovisual materials as above may also be returned at other public libraries through the "BorrowIt" program. These items remain the responsibility of the patron until they are checked in at Hall Memorial Library, and includes any damage sustained during shipment.

Reminders of overdue materials will be provided twice. A reminder phone call, email or text will be made 2 weeks after the due date, and a bill will be sent after 4 weeks. Fines for items returned late are:

- \$.10 per day/\$3.00 maximum: books, magazines, music CDs, audiobooks, puzzles, playaways, readalongs, realia and kits, i.e. literacy backpacks, puppets, etc.
- \$1.00 per day/\$5.00 maximum: DVDs and BluRays, lawn games, equipment, i.e. CD player, etc.
- \$5.00 per day/\$25.00 maximum: physical museum passes, adventure kits, Library of Things equipment

The Library accepts cash, checks or credit cards for payment of fines and lost or damaged materials. Fines and lost items fees may also be paid in the online system.

Replacement fees will be charged for items that are lost or damaged. The replacement fee for items will be determined by the purchase price on record, and is not subject to depreciation or appreciation. Items will be considered lost when they are 4 weeks overdue. Determination of the need for replacement due to damage rests with the library staff. Repair or replacement of any item by the patrons is not allowed.

Other replacement fees are as follows:

- Damaged or lost compact disc from an audio book--\$6.95
- Damaged DVD/BluRay, music CD or audiobook case--\$1.00
- Lost DVD, music CD or audiobook case and cover art--\$3.00
- Lost or damaged hang-up bag--\$1.00

Library borrowing privileges will be suspended when outstanding fine amounts reach or exceed \$5.00 or if an item is considered lost and billed.

Interlibrary Loan

Items not available at the Hall Memorial Library or in the Bibliomation system may be obtained from other libraries through the interlibrary loan system. Request forms are available at the circulation desk. The staff will determine the appropriate lending institution. Patrons assume any costs incurred for borrowing of materials through the interlibrary loan system, or for any damage or losses to these items. Items borrowed through interlibrary loan MUST be returned to the Hall Memorial Library. Failure to abide by these guidelines may result in the loss of interlibrary loan privileges.