

The Brookfield Library Policy 200: Circulation Of Library Materials

Section 1: Free And Equal Access To Library Materials And Services

As part of this policy, the Library Board of Trustees of The Brookfield Library adopts the American Library Association's *Library Bill of Rights* (1980), its *Freedom to Read Statement* (1972), and its related intellectual freedom documents. These documents endorse free and equal access to library materials and services for all people, regardless of race, creed, national origin, age, place of residence, or other personal criteria.

It is the policy of The Brookfield Library not to forbid or impede the circulation of items from the library collection to any of its cardholders in good standing, whether resident or non-resident, based upon that cardholder's race, creed, national origin, age, place of residence, or other personal criteria.

It is the policy of The Brookfield Library that parents or guardians, *not* the library staff or trustees, are responsible for monitoring and approving the selection of materials made by children. It is the parents or guardians – and *only these* – who may restrict their children – and *only their* children – from access to library materials and services. Parents or guardians who wish their children not have access to certain materials or services should so advise their children, as the responsibility of the library staff and trustees is to provide free and equal access to library materials and services to all library users.

Section 3: Library Materials: Loan Periods, Limits, Renewals, Fines, and Fees

All information in this chart (number of items borrowed, loan period, renewals, overdue fines, maximum fine, and replacement cost) may be changed by the Library Director, with notice to the Library Board.)

Type of material	How many?	How Long?	Renew* - How many times?	Overdue fine per day	Maximum Fine	Replacement Cost
New books (less than six months old)	unlimited**	14 days	Yes – 2x	10¢/day	\$5	Adult and Teen: Fiction: \$25 Nonfiction: \$30 Softcover: \$18 Children's: Fiction: \$20 Nonfiction: \$25 Softcover: \$9
Books (older than six months)	unlimited	21 days	Yes – 2 x	10¢/day	\$5	as above
Reference Books	unlimited	2 days	No	\$1/day	\$30	Adult: \$75 maximum Children's: \$30
High School Reading List books during summer	unlimited	14 days	Yes – 2x	10¢/day	\$5	as above
Magazines	unlimited	14 days	Yes – 2x	10¢ /day	\$5	\$5 per issue
Audiobooks on CD, tape, PlayAway	unlimited	New: 14 days. Other: 21 days	Yes – 2x	10¢/day	\$5	\$9 per CD or tape
Read-Alongs	unlimited	21 days	Yes – 2x	10¢/day	\$5	\$15
Music CDs	adult & children's: unlimited Teen CDs: 5	21 days	Yes – 2x	10¢/day	\$5	\$20

Type of material	How many?	How Long?	Renew* - How many times?	Overdue fine per day	Maximum Fine	Replacement Cost
NEW DVDs	3 per family	3 days	Yes – 2x	\$1/day	\$10	Adult & Teen: \$25 Children's: \$20
DVDs older than 6 months	10 per card	7 days	No	\$1/day	\$10	as above
DVDs – documentary, instructional, nonfiction	10 per card	14 days	Yes – 2x	\$1/day	\$10	as above
Museum Passes	1 per family	3 days	No	\$10/day	\$50	\$50 or actual cost, whichever is higher

*Renewals allowed only if no one else is waiting for the item.

**children's subject books and holiday books are limited to 3 per subject

Upon occasion, to satisfy the special needs of cardholders, items in the library collection may be loaned for "special loan periods" which differ from the periods specified above.

Section 5: Reserving Library Materials

Circulating items in the library collection may be reserved by library cardholders.

Only items out in circulation or otherwise not immediately available at the time requested may be reserved. No item immediately available to the requesting cardholder may be placed on reserve.

Items are not reserved for specific dates. Reserves will be satisfied at the time the requested item becomes available.

Books listed on the Brookfield school system's reading lists of recommended or suggested reading may not be eligible for reserves during periods of heavy demand, as determined by the library staff.

Section 6: Limitations On The Number Of Items That May Be Borrowed

When the Library's automated system is not available for *checkout*: a) patrons must present a library card to be able to borrow materials, and b) patrons will be limited to 25 items per card, subject to the above limits.

Section 7: Overdue Materials

It is the policy of The Brookfield Library to notify cardholders regarding the overdue status of library materials in their care, as well as regarding overdue fines and/or replacements charges pending as a result of their library usage.

The number of overdue notices, their mailing schedules, and other particulars pertaining to the library's overdue notifications system will be decided upon by the Library Director in consultation with the Circulation Supervisor.

Section 10: Replacement Costs For Lost Or Damaged Materials

Patrons who lose or damage library materials while in their care will be expected to pay the cost to replace those items.

The replacement cost for a lost or damaged library material of any format will be *either* the original purchase price of the item as recorded in its computer record, or else the minimum replacement charge for that type of item, *whichever is higher*.

The donation of a new copy of a lost or damaged item, or a reasonable replacement for an out-of-print item (as determined by the library staff), will be accepted in lieu of payment of replacement charges. The donated new copy must be in at least as sturdy a condition as the original item (i.e., hardcover for hardcover, etc.). Donations or replacements obtained by the patron must be received within four (4) weeks of agreement with the library to replace.

Overdue fine charges will *not* be added to the cost of replacement when a lost or damaged library material is paid for.

A cardholder who pays the replacement cost for a library material lost while in his or her care will be given ninety (90) calendar days in which to locate and return the item to the library in good, usable condition. Within this time period, the cardholder will receive a full refund of all replacement costs paid, less a three dollar (\$3.00) service charge.

Section 11: Financially-Related Borrower Suspensions

A Brookfield library cardholder will have his or her library borrowing privileges suspended whenever he or she owes twenty dollars (\$20.00) or more in overdue fines and/or replacement charges.

Section 12: Discretion In Financial Transactions

staff members are authorized to adjust, or even to cancel, overdue fines and replacement costs owed to the library by cardholders, if circumstances seem to warrant.

Section 13: Classroom Collections

As a courtesy to Brookfield's public, parochial, and nursery schools, the Children's Services Librarian may, at his or her discretion, lend a maximum of six (6) nonfiction items from the Children's Room collection to a teacher needing such materials for instructional purposes in the classroom. Such small loans will be subject to the same rules regarding loan periods, renewals, and overdue fines and replacement charges as those specified above. Schools may borrow supplemental materials from the Connecticut State Library's Middletown and Willimantic Library Service Centers.

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