

DEEP RIVER PUBLIC LIBRARY

Circulation Policy

Library Card

Any person residing in Deep River is eligible for a free Deep River Public Library (DRPL) card. Proof of residency is required in the form of a photo ID with current address, or a photo ID and a piece of mail showing the current address. The card issued by DRPL is the only card needed to borrow throughout the state and borrow IT CT libraries. The card must show a valid expiration date.

Temporary cards, green cardboard cards with a patron barcode sticker, will be issued to visitors with proof of temporary residence. Temporary cards are valid for 6 months only.

Children and minors are eligible for their own library card. A parent or guardian, who will be responsible for borrowed materials and for all behaviors of the minor in the Library, must sign the application in acknowledgement of this responsibility. The Library is not responsible for determining what materials are appropriate for minor patrons. The Library staff is not responsible for the safety or behaviors of minors or for supervising internet use on the unfiltered public computers.

If a library card is lost, a fee of \$1.00 will be charged for a replacement.

Any person presenting a valid out-of-town public library card shall be entitled to the same borrowing privileges as resident cardholders, with the exception of museum passes and digital media. If their home library is not in the Bibliomation consortium, they will need to fill out a new patron application. Regardless of home library, patrons are responsible for following all DRPL policies while in the building or in using materials.

Circulation

The Library reserves the right to limit books and other materials in high demand.

All new books circulate for 2 weeks with one 2 week renewal, if there is no waiting list. All other books circulate for 3 weeks. DVDs circulate for one week. Museum passes circulate for 2 days. State park passes circulate for one day. All passes are for Deep River residents only. Reference materials, including microfilm, do not circulate.

There is a limit of 2 new books per card. There is also a limit of 5 DVDs per card. New DVDs are limited to 2 per card.

Our digital platforms, Libby/Overdrive, Hoopla, and Consumer Reports, are available to Deep River residents only.

Upon notification, reserved materials will be held for 4 days. If the patron does not pick up the materials in 4 days, the reserve will be deleted and the next patron on the reserve list will be contacted.

Fines

Overdue materials (non-video) will be charged at the rate of \$0.05 per item per library service day. Overdue DVDs will be charged at the rate of \$0.50 per item per library service day. A maximum of \$5.00 per item will be charged, with a maximum of \$10.00 per borrower. A \$5.00 fee is assessed if the written materials associated with an audio CD are lost. When account fines reach \$10.00, the account will be blocked until fines are paid.

Overdue notices are sent at 3 weeks, 6 weeks and 9 weeks. At 9 weeks past due, return or replacement will be requested. If there is no response by 11 weeks, the patron's privileges are revoked. Borrowing privileges will not be reinstated until the materials are returned or replaced, and the fines are paid. Patrons may purchase an item of equivalent value to replace the lost item or pay the price in the MARC record. **Replacements must be the same title, in the same format and condition as the item lost.**

A borrower is responsible for returning materials in good condition. If returned materials are damaged but repairable, a fee of at least \$1.00 will be charged. If items are damaged beyond repair, the full price will be charged. Patrons may replace the item or pay the price in the MARC record. Replacements must be the same title, in the same format and condition as the damaged item.

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