

# Somers Public Library

## Borrowing Policy



May 16, 2023

## **Borrowing Policy**

Library cards are issued free of charge. In signing the application form, the patron agrees to be responsible for any loss or damage of material borrowed. The patron also releases the library from any liability for damages occurring from equipment or material borrowed.

### ***Obtaining a library card:***

1. Residents of the town of Somers
  - a. Proof of residence is required when registering. This must include an official picture ID with current address. If the ID does not yet have the current address, it may be shown along with a document with the current address such as a utility bill or rental agreement.
  - b. A parent or guardian may obtain a library card for a child. Parents should be advised that Somers Elementary School students obtain their library cards during their kindergarten field trip each year.
  - c. Resident cards are active for three years from date of issuance, at which point they will need to be renewed with verification of any changes of name, address, phone number, etc.
2. Non-Somers residents who reside in Connecticut
  - a. The Somers Public Library participates in the CT State Library's BorrowIT Program, a cooperative program among public libraries in the state which allows a resident of any town who holds a valid library card issued by his/her hometown library to borrow materials from any other public library in the state.
  - b. If the individual's hometown library is a member of the Bibliomation network, materials will be checked out on the borrower's card issued by their hometown.
  - c. If the individual's hometown library is not a member of the Bibliomation network, the hometown barcode number will be entered into the Bibliomation computer system for use at all Bibliomation libraries.
  - d. Non-Somers, Connecticut residents borrowing materials from the Somers Public Library are subject to the same borrowing rules as Somers residents.
  - e. Non-Somers, Connecticut residents' cards are active up to the date of expiration indicated on their card from their home library, at which point they will need to be renewed with verification of any changes of name, address, phone number, etc.
3. Out-of-State residents
  - a. Those living outside of Connecticut and not employed by the town of Somers or property owners in Somers, may apply for a library card upon paying an annual fee of \$40.
  - b. Those living outside of Connecticut but employed by the Town of Somers, or owning property in Somers, and can show proof, are entitled to an out-of-state library card at no charge.
  - c. Library cards issued to out-of-state borrowers will be kept at the Circulation Desk for use at the Somers Public Library only.

- d. Out-of-state residents' cards are active for one year from the date of issuance, at which point they will need to be renewed with verification of any changes of name, address, phone number, etc.
  - e. Materials borrowed from the Somers Public Library must be returned directly to the library.
4. Institutional Borrowers
- a. Institutions operating within the town of Somers (e.g. day care centers, private schools, day camps, etc.) may apply for a library card for their institution which will allow individuals within their institution access to the collection of the Somers Public Library. The institution will be required to list one individual on the application who is responsible for the timely return of all materials.
  - b. Cards issued to institutional borrowers will be valid for one year from date of issuance, at which point they will need to be renewed with verification of any name change, address, phone number, etc.
  - c. If the person who assumed responsibility for the library card is no longer a part of the institution, the person that took their place must now assume that responsibility or forfeit the library card on behalf of the institution.
5. Somers Public School teachers
- a. Teachers in the Somers school system may use their personal library card from Somers or their hometown library for borrowing materials for their classrooms.
  - b. If they live out of state, Somers public school teachers qualify for an annual Out of State card with no annual fee.
  - c. The teacher is the responsible party.
  - d. Material due dates may be extended to coincide with a class study unit.
6. Use of library cards by persons other than the cardholder
- a. At any time, a patron may appoint up to two people who are given permission to use their card to pick up holds, place holds, and/or check out items. For example, this may pertain to a grandparent, nanny, foster family member, spouse, child, etc.
  - b. This permission may be reviewed as needed or upon renewing the patron's library card.

### ***Circulation terms/Fines***

For the current list of our items with their loan periods, fines (if any), renewal limits, etc., please see the Borrowing page of our website or ask a staff person.

### ***Placing a Hold (Reserving an item)***

If an item a patron wants is not available at our library, it may be placed on hold. When that item becomes available, the patron will be notified by email, text message, or phone call according to the method they prefer. Items on hold will be held for five working days after the patron is notified. If not picked up within five days, the item will be passed on to the next person on the hold list, returned to the shelf, or returned to the loaning library.

***Cards may be blocked from usage for the following reasons:***

1. An item has been billed for replacement due to non-return
2. An item has been billed for replacement due to damage
3. Fines exceed \$10
4. More than the maximum number of items allowed are checked out

***Notices***

<b>Notice Type</b>	<b>When Is it Sent?</b>	<b>Communication Method</b>
Pre-Overdue (i.e. due date reminder)	4 days before due	Email
Autorenewal attempt & status (i.e. whether or not item was renewed)	When item is due	Email
1st Overdue	7 days past due	Email
2nd Overdue	14 days past due	Letter
Lost/Billing	28 days past due	Email, Letter
Hold Ready for Pickup	When hold is received at library	Email, Text, Phone Call
Hold Expiring Soon	2 days before hold expires	Email
Account Registration	Upon account creation	Email
Account Expiring Soon	30 days before account expires	Email

***Online access to your account***

You may access your account online via a link to the Bibliomation catalog that can be found on our website ([somerspubliclibrary.org](http://somerspubliclibrary.org)). Here you will be able to view your account, see what items you currently have checked out, request items, view your due dates, and more.

***Passes to cultural destinations (museums, zoos, etc.)***

1. Passes may be checked out on an adult's card only.
2. Passes are available on a first come, first served basis.
3. Only one pass per family may be borrowed at a time.
4. Passes are due back within three days of checkout.
5. Renewals are not available.

### ***Replacement fees for lost or damaged items***

Each item available for borrowing at the Somers Public Library has a replacement cost associated with it based on its purchase price and processing costs. A patron will be charged this amount upon loss or damage of any item. Unfortunately, if a lost item is later found, it is not possible for us to issue a refund. Replacement costs for lost library cards and components for electronic media are as follows:

Library card - \$1.00

CDs from audio books – the replacement cost of the entire audiobook

Audiobook cases - \$10.00

DVD cases - \$2.00

CD cases - \$2.00

At the discretion of the library, a patron may be able to replace an item with a new or like new exact copy. Permission to use a replacement instead of making a payment must be granted by the Circulation Supervisor, Reference Librarian, Children's Librarian, or Library Director ahead of time.