

## **MANSFIELD PUBLIC LIBRARY CIRCULATION POLICY**

A Mansfield Public Library (MPL) card is available to Mansfield residents free of charge. Proof of identity and current address is required. All UConn students currently residing in Mansfield, with the appropriate identification, are eligible to receive a Mansfield Library card. Patrons under sixteen must have their registration forms signed by a parent or legal guardian in the presence of a staff person. A lost MPL card will be replaced for a fee of \$1.50. Old, worn out cards are replaced free of charge. Patrons are responsible for all items checked out on their card. Information about patron registration and borrowing habits are protected by law and all information will remain confidential. All materials are freely available without restriction to all library patrons.

### **LOAN PERIODS:**

BOOKS, AUDIOBOOKS, MUSIC CDS, STORY KITS: 3 weeks.

DVD MULTIDISK SETS, NONFICTION DVDs, NEW BOOKS, NEW AUDIOBOOKS, MAGAZINES, ELECTRONIC DEVICES: 2 weeks.

Other DVDs, CAKE PANS, TOOLS: 1 week.

MUSEUM PASS: varies.

*NOTE:* Most items may be reserved and sent through the interlibrary loan system. However, the library may refuse to allow holds on particular items or send certain items through the inter-library delivery, at the discretion of the director.

*NOTE:* While we do not limit the number of books or magazines which may be borrowed, please be considerate of other patrons. We do reserve the right to limit in periods of high demand.

**RENEWALS:** Most items may be renewed twice. Items on reserve for another patron will not be renewed. Electronic devices, out of system interlibrary loan materials, tools, cake pans, and museum passes may NOT be renewed.

### **COURTESY RENEWALS AND NOTICES:**

- If an item is renewable, and it is not on reserve (hold) for another patron, it will renew (and an email sent to the borrower) 4 days before its due date.
- An email reminder notice will be generated for items 3 days before they are due.
- An overdue email notice will be sent when items are 1 week overdue.
- A bill will be sent via email (or US mail, when necessary) when items are 2 weeks overdue.

**REQUESTS (HOLDS):** Requests (holds) may be placed on most items. Electronic devices, out of system interlibrary loan materials, tools, cake pans, and museum passes may not be held. You may call and have one of these items held at the front desk until the end of the business day.

**OVERDUE FINES:** While the library charges no fines on most materials, it must follow the fine policy of the lending library for materials borrowed through the interlibrary system.

TOOLS AND CAKE PANS are subject to the following fine: \$1.00 per day. Maximum fine: \$10.00 per item.

ELECTRONIC DEVICES and MUSEUM PASSES are subject to the following fine: \$5.00 per day. Maximum fine: \$50.00 per item.

*NOTE:* It is library policy that any card holder with fines or fees of \$10.00 and over will have their borrowing privileges suspended until such fine is brought under \$10.00.

**BOOK DROP:** All items, excepting STORY KITS, ELECTRONIC DEVICES, TOOLS, and CAKE PANS may be returned in the Book Drop when the library is closed. If the before listed items are returned in the bookdrop, the patron is subject to a fee of up to \$50.00. Items returned in the book drop when the library is open will be checked in by the following morning.

**LOST OR DAMAGED ITEMS:** Any library items that have been lost or irreparably damaged will be charged to the borrower at the replacement cost. Please do not attempt to repair damaged items. Replacement copies are not accepted. Payments for lost items will be refunded if the item is returned under the following conditions: 1. the item is in good condition; 2. return is within two weeks of payment; 3. presentation of the payment receipt.

**LIBRARY EXPRESS/MAPLE ROAD BRANCH:** Holds may not be placed on any item at these locations. New materials are not renewable. Older items may be renewed twice. You may call and have materials held at the front desk until the end of the business day at the Library Express ONLY.

**LIBRARY CLOSINGS:** Sometimes during inclement weather the library closes for the safety of our patrons and staff. No fines accrue when the library is closed due to bad weather.