

**Town of Colchester  
Cragin Memorial Library  
www.colchesterct.gov/library  
Circulation Policy**

**Library Cards Are Free**

- All **Colchester residents** are welcome to a Cragin Memorial Library card. Library cards are valid for three years at a time. Your card entitles you to borrowing privileges at all public libraries throughout Connecticut through the statewide ConnectiCard program.

**Part-year residents** of Colchester who reside most of the year in another Connecticut town must use their hometown library card at the Cragin Memorial Library.

**Residents of other Connecticut towns** may use their valid, home-town library cards at the Cragin Memorial Library.

**Children under age 14** receive cards at the discretion of their parents. Parents assume responsibility for all materials checked out by their children under age 14.

**Confidentiality of Circulation Records**

Per Connecticut General Statutes Section 11-25(b) all circulation and patron registration information is kept strictly confidential by the Library. Access to this information by other than authorized library staff is possible only through a properly authenticated subpoena. Patrons may access only their own circulation records.

**Loan Policy**

**In order to borrow library materials please present your *OWN* valid library card.**

<u>MATERIAL TYPE</u>	<u>LIMIT</u>	<u>CIRCULATION PERIOD</u>
Books: Fiction	No limit	3 weeks
Non-fiction	3 per subject area	3 weeks
Reference**	1 per subject area	1 day
Magazines	No limit (most recent issue does not circulate)	3 weeks
Audio Tapes, Compact Discs & CD-ROMs	No limit	3 weeks
Entertainment DVDs/Videos	No limit	1 week
Non-Fiction DVDs/Videos	No limit	3 weeks
Museum Passes	No limit	2 days
Downloadable Media	Varies	Varies

\*\*Reference materials circulate at the discretion of Library staff for one day only.

- Some in-house materials such as the public computers, headphones, and other equipment are checked out with a library card, but do not leave the Library.
- Downloadable media, including audio books, videos, and e-books may be borrowed through the [Library's online catalog](#) with your Cragin Memorial Library Card. Loan periods vary by media type, but no late fees are charged because the materials "return" themselves electronically.

## **Returning Materials**

Return library materials in the slots at the service desks or in the drops located outside the main entrance. Materials must be returned before the library closes on the date they are due in order to avoid a late fee.

Materials borrowed from Cragin Memorial Library may be returned to any other public library in Connecticut. Items from other town libraries returned to Cragin will be forwarded to the appropriate library via the *Connecticut* statewide delivery service. Please note that each patron is responsible for all materials until such time as they are received by the lending library.

<b><u>Late Fees</u></b>	<b><u>Daily</u></b>	<b><u>Maximum Per Item</u></b>
Books, audio books, magazines and CDs	\$0.20	\$5.00
DVDs/Videos	\$1.00	\$5.00
Reference books	\$1.00	\$10.00
Museum/Attractions Passes	\$10.00	\$100.00

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- The Library's circulation system blocks all borrowers with accrued or accumulating fines equal to or exceeding \$10.00 and the account will be blocked until overdue materials are returned and the total of fines is below \$10.00.
- Each patron is responsible for all use of his or her library card and must pay all fines and charges associated with its use. Patrons pay the full replacement cost for lost or damaged materials.

## **Renewals**

Most materials may be renewed twice, via the [Library's online catalog](#), at the service desks or by phone. Materials requested by another borrower may not be renewed.

## **Holds**

A hold may be placed on most materials owned by the Cragin Memorial Library but not currently available through the [Library's online catalog](#), at the service desks, or by phone.

## **Interlibrary Loans**

Most materials may be requested from other libraries via the [Library's online catalog](#) with a valid library card number. Newer titles and most entertainment DVDs typically will not be sent by owning libraries, but may be borrowed in person from the owning library and returned at Cragin. Titles not located in the online catalog may be requested through the ReQuest Inter-Library Loan service by calling or visiting the Library.

## **Library Hours**

**Monday, Wednesday, & Thursday 10 am – 8 pm**  
**Tuesday 10 am - 5 pm**  
**Friday & Saturday 10 am – 4 pm**

**Telephone:** (860) 537\_5752      **Fax:** (860) 537-4559  
**E-mail:** [library@colchesterct.gov](mailto:library@colchesterct.gov)

**Questions or comments concerning these policies may be addressed to the  
Board of Trustees of the Cragin Memorial Library.**

**Rev. 2/14**