

# Meriden Public Library

## User Guidelines and Circulation Policy

### **LIBRARY CARD HOLDER INFORMATION:**

- Applicants must present a valid Connecticut Driver's License or ID or both a photo ID and verification of home address.
- Library card holder is responsible for everything checked out on his or her card.
- There is no charge for the first library card. Replacement card cost is \$1.00
- The Library card expires 2 years from the date of registration.
- The Library card holder must make sure items are returned on or before the due date or pay the resulting overdue fines.
- Items can be renewed as long as there are no holds or fees on the item, and the Library card holder has no fines.
- The Library card holder cannot check out materials or use the computers, if he or she has overdue items or has any outstanding fines or fees of \$5 or more. Individuals may continue to check out items when a zero balance is reached. All payments must be check or cash.

### **FINES AND FEES:** *(See Fines and Fees Schedule)*

- Lost items are charged the Library's cost to replace the item.
- Materials not repairable and/or not in usable condition are charged as a damaged item. The Library will retain the item until it is paid in full.
- Lost or damaged items not owned by Meriden can be paid in Meriden and the Library will refund the owning Library.
- The Library does not take partial payment on lost or damaged items.
- If a person damages or tries to steal library materials, library equipment or property, the person or the parents/guardian will be charged the replacement cost of the item plus the processing fee. The person will not be able to keep the item. The Police may take additional action, as vandalism and theft are considered crimes.

**REFUNDS** - Refunds for lost items are granted within 6 months from the due date of the item:

Please note the following:

- The item returned must be in good condition as determined by Library staff.
- The overdue fine and processing fee will be deducted from the amount to be refunded.
- Refund checks are mailed to the Library card holder (no cash refunds).
- Money is only refunded if the item is owned by the Meriden Library. Please contact owning library for materials not owned by Meriden for refund policy.

## Fines and Fees Schedule

	<u>LOAN PERIOD</u>	<u>FINE</u>	<u>LIMIT or RESTRICTIONS</u>
Adult/YA Fiction	21 Days	.10/Day	
Adult Fiction (New)	21 Days	.10/Day	
Adult/YA Non-Fiction	21 Days	.10/Day	
Adult Non-Fiction (New)	21 Days	.10/Day	
Adult/YA Paperback	21 Days	.10/Day	
Audio books on cd	21 Days	.10/Day	10 per person
Playaway	21 Days	.10/Day	3 per person
Magazines	21 Days	.10/Day	All but current can be borrowed
Audiocassette	21 Days	.10/Day	
Children's Book	21 Days	.05/Day	May Limit books during the school year on certain school projects or themes.
Children's Audio Book	21 Days	.05/Day	10 per person
Children's Paperback	21 Days	.05/Day	
Children's Playaway	21 Days	.10/Day	3 per person
Children's Thematic Kits	21 Days	1.00/day	Must be checked out and returned in person in the Children's Library

### **DVD'S/VHS**

DVD (Feature Films)	1 week	1.00/Day	3 films total (non-fiction and/or feature film) per person
DVD (Education or Instructional)	3 weeks	1.00/Day	3 films total (non-fiction and/or feature film) per person
VHS (Feature Films)	1 week	1.00/Day	10 films
VHS (Educational or Instructional)	3 weeks	1.00/Day	10 films

### **MUSEUM PASSES**

2 business days	10.00/Day	Must pick up and return pass in person to the Children's Library Staff.
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### Other Miscellaneous Charges

- Replacement Library Card: \$1.00
- Replacement Audio CD from set \$8.00 (not always replaceable)
- Missing Item Barcode: \$ 1.00
- Processing Fee to replace item if applicable: \$2.00
- Photocopies: \$.15 per page
- Color photocopies: \$.50 per page
- Computer Printing: \$.15 per page for black and white prints
- Computer Color Printing: \$.25 per page for color prints
- Microfilm \$.25 /per printed page