

Stafford Library Circulation Policies

Library Cards

A free Stafford Library card is issued for three years to any Stafford resident who presents identification and proof of residency. The Library accepts a driver's license, deed, lease, or utility bill with the resident's street address as proof of residence or other evidence of proof designated by the Library Director. Library card renewals must be done in person. Proof of residency must be presented for library card renewals as well. A post office box number is not proof of residency.

The Stafford Library card may be used to borrow physical items, such as print books, DVDs, etc., in any public library in Connecticut under the state-funded BorrowIT CT program. Likewise, residents of other towns in Connecticut may borrow physical items from the Stafford Library with a current library card from their hometown library. Borrowing titles from the Stafford Library's e-content collections of e-books, e-audiobooks, etc. is limited to Stafford residents only.

Borrowers are responsible for all items checked out on their library card. If a card is lost, there is a \$1.00 fee for a replacement.

Library staff may not give information about borrowing records to anyone other than the person who owns the card. However, a patron's library record may be viewed by the borrower's parent or legal guardian if the patron is a minor.

Library Cards for Children

A child may have a library card at any age with a parent's or legal guardian's permission. The child may borrow from the entire collection. Parents or legal guardians are responsible for supervising their children's reading and borrowing. Parents or guardians must remain in the library with children under age 12.

A parent or guardian must provide proof of residency if the child does not have identification.

Loan Periods

	Loan Period	Renewals
Museum and Other Passes	3 days	none
DVDs	7 days	2
New Fiction	14 days	2
Series DVDs	14 days	2
Magazines	14 days	2
Wireless Internet Hotspots	14 days	none
All Other Materials	21 days	2

Loan periods may be extended at the discretion of the Library Director or his or her designee.

Overdue Fines

New adult books	\$.10/day
New feature film and TV series DVDs	\$1.00/day
Museum passes	\$3.00/day
Internet hotspots	\$3.00/day

These are the only items that the library charges overdue fines for.

Lost or Damaged Items

The Library charges the list price of an item that borrowers lose (or fail to return) or return in damaged condition.

Suspension of Library Privileges:

If borrowers owe more than \$5.00 in overdue charges, or owe more than \$5.00 in replacement charges for lost or damaged materials, the library may suspend library privileges. If a family residing in the same household has more than one family member's card suspended, access to some materials, such as wireless hotspots, may be restricted for all members of the family.

Renewals

Borrowers may renew items from the Library's collection following the guidelines above unless a reserve has been placed on the item.

Borrowers may renew items in person, over the phone, or online.

Reserves

A reserve (hold) may be placed on any item except museum passes and hotspots. Reserved items will be held on the hold shelf one week.

Loan Limits

DVD – five per card

Museum Passes – one per household at one time

Wireless Hotspots - one per household at one time

DVDs and CDs

The Library assumes no responsibility for damage caused to a borrower's DVD or CD player while using a library DVD or CD.

Debt Collection

Debt collection for lost items may be turned over to the Police Department.

Special Collections / Library of Things

See attached addendum

Approved by the Stafford Library Board January 12, 2004

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**Addendum
Stafford Library
Library of Things Collection
Borrowing Guidelines
Spring 2022**

In an effort to broaden our collection the Stafford Library has established a “Library of Things.” The Library of Things consists of items that are not traditional library materials; items such as musical instruments, games, artwork, sports equipment, and more. The following guidelines articulate the circulation rules and patron responsibilities for borrowing these items.

The Stafford Library lends items and musical instruments from our Library of Things collection to patrons 18 years and older who are in good standing with no outstanding fines totaling \$5 or more with the library. Patrons who are under the age of 18 may borrow from the Library of Things with the permission and acknowledgement of a parent or guardian. The Stafford Library reserves the right to deny Library of Things borrowing privileges to patrons who have previously abused items or instruments, who have failed to return items, or who are repeatedly late in returning items or materials.

At the time of checkout, the borrowing patron must present his/her valid library card and a CT issued Driver’s License or state ID card and sign the appropriate Stafford Library Borrower Agreement.

Patrons accept full responsibility for the item or instrument while it is checked out. Any changes in condition are the patron’s responsibility. The borrowing patron is responsible for the cost of replacement or repair in the event that the item is not returned or because of damage, loss, or theft.

Borrowing items from the Library of Things represents tacit acknowledgement that the borrower is capable and willing to use the item correctly and safely.

Only one item or instrument may be borrowed on a patron’s account at a time. The loan period for Library of Things items is three weeks with up to two renewals.

Items borrowed from the Library of Things collection must be returned directly to a staff member at the circulation desk of the Stafford Library. They cannot be placed in a book drop, (outside or inside). They must be returned to the Stafford Library, and not to another Connecticut library.

Items, especially musical instruments, must be kept in a temperature controlled environment. Extreme heat or cold can damage the instrument. Instruments must not be left in a vehicle.

The borrowing patron assumes full financial responsibility for replacement and/or repair. Replacement charges equal to manufacturer’s suggested retail price (varies according to item or instrument) will be assessed for damaged, lost, or unreturned items. Borrowers must report any defects and/or problems to library staff immediately. Patrons will not be responsible for reasonable wear and tear (i.e. a single broken string).

Patrons who lose, damage, or otherwise fail to return Library of Things items or instruments will be charged the replacement cost for the item or instrument (see attached price schedule).

Patrons who encounter problems with an item or instrument should immediately return it to the library.

Replacement Cost Schedule

Fender Squier Telecaster	\$290		Fender Squier Stratocaster	\$320
Soft case	\$50		Soft case	\$50
<i>Hal Leonard Guitar Method</i>	\$23		<i>Hal Leonard Guitar Method</i>	\$23
Blackstar Amplifier	\$90		Blackstar Amplifier	\$90
Fender Tuner	\$10		Fender Tuner	\$10
Guitar Strap	\$6		Guitar Strap	\$6
Laminated Instruction Sheet	\$1		Laminated Instruction Sheet	\$1

Damage Fee Schedule

\$5 - Minor damage that doesn't affect playability (e.g. large gouges or scratches)

\$10 - Minor damage that can be repaired in-house (e.g. multiple broken strings)

Up to \$75 - Moderate damage requiring professional repair (e.g. crack in instrument)

Over \$75 - Major damage requiring professional repair