

Circulation Policy

Introduction:

The Simsbury Public Library's (the Library) collection is available to borrow by residents of Simsbury and other Connecticut towns. Library materials are the property of the Town of Simsbury. Library cards are issued to town residents to identify users of library materials and to provide a means of recovering materials that have not been returned. Loan periods are designed both to allow adequate time for borrowers to use materials and to provide timely loan of materials in high demand. Borrowers assume responsibility for payment of fees for materials that are lost or damaged.

In order to reduce barrier to access and increase Library usage, the Simsbury Public Library is fine free on all material owned by the library. After 14 days, the cost of an overdue item will be billed to the account. Upon return of the overdue item, all fines will be waived. The Library is not able to mandate fines or fees from other libraries.

Scope:

This policy applies to everyone who uses the Library. This policy does not address loan circulation rules for e-books or other downloadable electronic content provided through third-party vendors and not physically loaned from the Library.

Key Definitions:

"borrowIT CT" (formerly known as Connecticard) is the cooperative program among approximately 200 of the public libraries in Connecticut that allows a resident of any town in the state who holds a valid borrower card issued by their home library to use that card to borrow materials from any of the libraries participating in the program. Borrowers may return print items directly to the owning library or to any public library, which will return the items to the owning library via deliverIT CT, Connecticut's statewide library delivery system. An owning library can require that materials be returned directly to the owning library.

"deliverIT CT" (formerly Connecticar or Ccar) is Connecticut's statewide library delivery service. deliverIT CT transports about 1.5 million library items per year to 215 public and academic libraries in the state.

Roles & Responsibilities:

Eligibility and Registration

Eligibility for a Simsbury Public Library card is based on an individual's residence established in the Town of Simsbury. Any person who shows verification of identity and proof of residence within the Town of Simsbury may receive a Simsbury Public Library card. In addition, someone who is employed by the Town of Simsbury, any teacher or student working at or attending a school in Simsbury, or a business owner operating a business that has been established in the Town of Simsbury is also eligible for a Library card. A Simsbury post office box is not considered

valid proof of residency. A form of identification must be presented at the time of Library card registration as proof of identity and residence. Only one form of identification is necessary if it is one of these current and unexpired forms of identification:

- Connecticut driver's license or learner's permit
- Connecticut State ID (issued by DMV)

If the identification types listed above are not available, you may provide any two of the following forms of identification, one of which must have a photo and the other your current Simsbury address:

Photo Identification

Must have name and photo.

Examples:

- Passport
- Current Armed Services ID
- Current driver's license from another state
- Student I.D.
- Bus Pass (must have photo)
- Work I.D. (must have photo)
- Current college or university photo ID card
- Current employee photo ID card
- Alien Registration photo ID card
- Valid Green Card
- Professional, vocational or union photo ID
- ID card issued by any federally recognized tribal government

Proof of Residency

Must match name on photo I.D. presented and contain full Simsbury address.

Examples:

- Personal or payroll check
- Cable, phone or utility bill
- Rental Lease
- Proof of mailing (any piece of mail delivered by the US Post Office)
- Package delivered by FedEx, UPS or other major courier
- Report Card
- Tax Bill or receipt
- Class schedule
- Statement from a homeless or other shelter
- Bank statement

Children Under 12

Applicants under the age of 12 must have a parent or legal guardian present to sign the application at the time the Library card is issued. The parent or guardian's identification or current Simsbury Public Library card will be accepted as proof of residence.

Exceptions to this may be made if the Library visits schools for Library Card Sign-up Day, distributes Library card applications to families through the schools in person, or via email.

Children 12-17

Applicants aged 12 through 17 are not required to have a parent or legal guardian present to sign the application at the time the Library card is issued, but if a parent or legal guardian is not present, applicants aged 12 through 17 must provide verification of identity and proof of residence within the Town of Simsbury as indicated above.

Borrowers aged 12 through 17 assume responsibility for payment of fees or fines for materials not returned on time or those that are lost or damaged.

Other users, including Non-residents, Teachers, Students, and Simsbury Businesses.

The Simsbury Public Library honors valid library cards from all Connecticut public libraries in accordance with the borrowIT CT statewide reciprocal borrowing policy.

Simsbury Students

Students who attend Simsbury schools and those who attend private or other schools within Simsbury are eligible for a Library card upon proof of attendance as listed above. Student cardholders assume responsibility for payment of fees or fines for materials not returned on time or those that are lost or damaged.

Teacher Cards

Teachers who teach in public, private or home schools in Simsbury, are eligible for a Teacher card. Counselors, Daycare Center Providers and Outreach Coordinators who run programs within Simsbury institutions such as Assisted Living facilities, childcare centers, or Resident programs are also eligible for Teacher cards. Teacher cards are to be used for curriculum and classroom support material. Items borrowed with Teacher cards have extended loan periods. Proof of identity and employment must be presented. A teacher card is not considered a borrowIT CT card, may not be used at any other public library. Teacher cardholders assume responsibility for payment of fees or fines for materials not returned on time or those that are lost or damaged.

Town Employees

Individuals employed by the Town of Simsbury are eligible for a Simsbury Public Library card. Proof of identity and employment must be presented. Town Employee cardholders assume responsibility for payment of fees or fines for materials not returned on time or those that are lost or damaged.

Simsbury Businesses

Businesses located in Simsbury are eligible for a Simsbury Public Library card. A tax bill, receipt or business card with name and title must be presented. The business owner/manager must apply for the Library card, and will be the contact person for the account and financially responsible for late, damaged or lost items. With written consent of the owner/manager, other employees of the business may use the Library card. Business cardholders assume responsibility for payment of fees or fines for materials not returned on time or those that are lost or damaged.

Individuals Located Outside Simsbury

Any Connecticut residents located outside of Simsbury must register for a library card at their local library. Individuals living outside Connecticut are not eligible for a Simsbury Library card.

Renewal of Library Cards:

Simsbury Public Library cards are renewed on a 3-year cycle. Cardholders must be present to renew their Library card if 18 years of age or older. Applicants will be asked to present a form of identification for address verification. Library cards for children under 12 may be renewed by a parent or guardian without the child present, using the parent or guardian's identification. Library cards for children aged 12-17 may be renewed by the child or by the parent or guardian without the child present, using their own or the parent or guardian's identification. Overdue items must be returned and payment of outstanding fees and fines in excess of \$25 is required before a Library card can be renewed. Staff may offer a one-time courtesy renewal not to exceed 3 months to allow the patron time to follow the full renewal process.

Responsibility:

Library patrons over the age of 12 are responsible for all material checked out on their cards or the cards of children under the age of 12 for whom they have assumed responsibility. If a patron allows others to borrow material using his/her card, those materials are the responsibility of the card owner. Lost cards should be reported immediately. A Library patron is responsible for all material checked out on his/her card up to the date the card is reported lost to the Library.

Use of Library Card:

Patrons should produce their card when checking out material. Photos, scanned images of the card on personal devices and digital applications, as well as memorized barcodes, are acceptable. If the card is not available, identification must be produced. In the case of students, a current school schedule with their name will suffice. Patrons without valid identification will have their items set aside for up to 7 days.

Confidentiality of User Records:

Circulation records, overdue records and patron registration records contain information on patrons of the Library and are confidential in nature, as defined in [Connecticut General Statutes Sec. 11-25\(b\)](#). A patron's library record may be viewed by that patron or by that patron's parent or legal guardian, if the patron is a minor under the age of 18. Information contained in library records shall not be released to any third party, except pursuant to a court order, or with the written permission of the library user whose personal information is contained in the records.

Suspension or Termination of Borrowing Privileges:

Borrowing privileges are suspended if a patron

- has unpaid fines or fees totaling \$25 or more
- has neither returned nor paid for an item for which has been billed
- has damaged Library resources beyond repair and not paid for nor replaced them

In addition to the preceding grounds for suspension of borrowing privileges, Library patrons who abuse the system may suffer loss of all Library privileges or may be referred for prosecution of criminal offenses at the discretion of the Library Director.

The Library Director or their designee may suspend a patron's Library privileges for up to one week without opportunity for a hearing, provided that the Director or their designee verbally informs the patron of the reasons for the suspension. If a patron's Library privileges are terminated or suspended for more than one week, the patron shall be notified in writing of the basis for the suspension or termination and shall be offered a due process hearing before the Library Board of Trustees. Except where there is a risk of damage to the Library or its resources or to other persons, the notification and opportunity for a hearing will be provided prior to the suspension or termination of privileges.

If a suspension or termination entitling a patron to a hearing is imposed prior to a hearing, the patron shall be informed verbally of the basis for the action prior to the suspension or termination, and shall be provided with an opportunity for a hearing within 30 days of the effective date of the suspension or termination. Notice of the proposed date and time of the hearing and the reasons for the suspension or termination will be provided to the patron either by personal delivery or by certified mail.

Circulated Materials:

In order to reduce barrier to access and increase Library usage, the Simsbury Public Library is fine free on all material owned by the Library. After 14 days, the cost of an overdue item will be billed to the account. Upon return of the overdue item, all fines will be waived. The Library is not able to mandate fines or fees from other libraries.

Loan Periods:

3 Weeks

Books (Not Rapid Readers)
Books on CD
Music CDs
DVDs (Non-Fiction/TV Shows)
Kits
VOX Books
Playaway Views
Launchpads
Magazines (Children's)
Equipment & Games (including Library of Things)
Hotspots

One Week

DVDs (Movies)
Magazines (Adult)
Rapid Readers (Popular books which may not be reserved)

As the Library adds new formats and materials to its collection, they will be included in the Loan Period chart. Loan periods, fine rates and other circulation rules for downloadable electronic content provided through a third-party vendor and not physically loaned from the Library are not addressed in this policy. Guidelines for those loans are part of the Library's agreements with the third-party providers.

Portions of the Library's collection are for in-Library use only such as Reference materials, newspapers, newsletters and the most current issues of adult magazines.

Other materials may have restricted borrowing given the demand or collection size.

Renewals:

Eligible materials are renewed automatically twice on the original borrower's Library card, provided that no holds are outstanding on the title or item. Rapid Reader Books are not eligible for renewal. Items on hold for another patron will not be renewed.

Material that is not automatically renewed may be renewed by telephone, in person or online. After the initial two renewals, patrons must bring in the item to show staff it is still in good condition. Staff may check it in and back out to that patron as long as there are no holds, the item is not considered new, it is in good condition and it's a Simsbury item.

Renewal of Interlibrary Loan material is at the discretion of the lending library's policy.

Returns:

Library material will not be due on days the Library is closed but will be due the next day the Library is open.

Public library material may be returned to any public library in Connecticut which is on a deliver/IT CT route.

Library materials belonging to Simsbury schools should not be returned to the Public Library, nor will the Simsbury schools accept Public Library materials for return in school libraries. The Simsbury Library is not responsible for items returned to the wrong library. Staff will attempt to

contact the patron or owning library to arrange for their materials to be returned, but this is not a guarantee, and the responsibility falls on the patron for the materials checked out on their account.

Overdue Material:

Overdue notices are sent via email, when available. This courtesy is extended on the following schedule:

- 1st notice at 3 days past initial due date
- 2nd notice at 7 days past initial due date
- Bill for item replacement at 14 days past initial due date

As a courtesy, a “Nearly Due” notice is sent to patrons via email 2 days before items are due. Failure to receive a “Nearly Due” or “Overdue” notice does not indicate an exemption from overdue bills or fines.

While the Simsbury Public Library charges no overdue fines on materials, Simsbury Library materials checked out at other libraries will accrue fines based on the transaction library's fine policy.

Fines for overdue material from libraries not in Library Connection returned to Simsbury Library should be paid at the material's owning library. The material will be returned via deliverIT CT.

If a patron claims to have returned an item, a search will be made by both the Library staff and patron. After a reasonable amount of effort has been made by both parties, a determination will be made as to whether or not the item should be set to “claims returned” status.

Theft of Materials:

No Library materials may be taken from the Library building unless these materials have been properly checked out or other authorization for removal has been given. Removing Library materials without authorization will be considered and treated as theft, as defined by the [Connecticut General Statutes 53A-119a](#).

The Library Director or his/her designee may restrict borrowing privileges and Library use of any individual who commits or attempts to commit Library theft or damages Library resources. Serious cases may be reported to the Simsbury Police Department.

Lost, Altered or Damaged Material:

Patrons are responsible for the replacement cost of an item owned by Simsbury Public Library that has not been returned and for items that have been altered or damaged. Replacement of items will only be accepted if the copy is identical to the item being replaced and brand new. The replacement cost will be refunded for items lost if the following are met:

- Item was paid for in the past 30 days
- Patron presents the receipt issued by the Library for payment of the item

- Library has a receipt for the item

There will be no refund on items valued at less than \$10. The Library's purpose in issuing refunds is to encourage the return of valuable Library material, not strictly to reimburse the user for "found" items.

Patrons cannot be refunded if they provide a replacement copy, since no money was exchanged, but they may keep the damaged or lost Library copy they replaced.

Patrons are also responsible for any fees or fines that are charged by another library. Patrons should refer to the owning library to determine whether they accept a replacement item and what policies they may have regarding replacement copies.

Patrons should not attempt to repair Library material.

If part of an item has been lost, the patron will be charged for the cost of the replacement if it can be replaced. If the part cannot be replaced, the patron will be charged the replacement cost of the entire item. The Library may restrict borrowing privileges and Library use of any individual who damages Library resources. Serious cases may be referred to the Simsbury Police Department.

~ Approved by the Library Board of Trustees December 15, 2025