

## BORROWING AND CIRCULATION

Any Durham resident or property owner is entitled to have a library card and to borrow library materials. By applying for a library card, patrons agree to be responsible for all items borrowed with their card and for any fines or fees that may accrue. Borrowing privileges may be suspended or lost if items are overdue or excessive fines and fees accrue.

A library card holder under the age of 14 has the same borrowing privileges as an adult. A parent or responsible adult must accompany a child, under the age of 14, when s/he applies for a library card. By his/her presence, the parent or responsible adult accepts responsibility for what the child borrows, its timely return, and any fines or fees that may accrue.

In accordance with the "BorrowIT CT" program initiated by the Connecticut State Library and entered into by the Library, any Connecticut resident with a valid card from her/his home library may borrow materials from the Durham Public Library, subject to the same regulations set for resident borrowers. Loan periods and fines for overdue materials are set by the Board of Trustees (see appendix 3.)

### **Library Cards**

Adults: must provide the Library with proof of residency with address, which includes driver's license, utility bill, Town tax statement or other document, accepted on a case by case basis. A telephone number, either home or cell, is also required. The patron should be encouraged to supply an e-mail address, if available. Adult library cards have an expiration date of five years from the date of issue.

Children: those applicants between the ages of five and 14 will be issued juvenile cards. The child must be accompanied with a parent or responsible adult in order to register for a library card. The parent or responsible adult must provide the same identification as required for an adult borrower's card. Children may borrow all materials; parents are responsible for overseeing the materials borrowed by their children. Children's library cards have an expiration date of five years from the date of issue.

Patron Responsibility: Patrons must inform the library when a library card has been lost or stolen. If such notification is not made, the patron will be held responsible for all items taken out on the card. The patron must also inform the library when there is a change of address. The patron must show identification with their address in order to renew an expired library card. If renewing their card over the phone, the patron must verify their address.

Out-of-State Borrowers: An out-of-state patron may be issued a one-year card that is marked "Valid Only at Durham Public Library" for a fee of \$30. In order to issue the card, the Library requires valid proof of permanent home address and phone number, as well as a local address and phone.

### **Borrowing Limits**

The director may impose a limit on the number of items of a certain format or on a specific subject that a patron may borrow due to heavy demand or other consideration.

### **Loan Periods and Overdue Fines**

A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole. It is the responsibility of library patrons to follow loan periods and return materials on time.

Most library materials will automatically renew up to two times, as long as there are no holds on the item. Certain special collections do not have automatic renewals.

The Durham Public Library does not charge daily overdue fees on most materials. Certain collections, such as museum passes, electronic equipment, etc., may have overdue fines. Additionally, materials that are owned by other libraries may still be subject to fines based on the lending institution's policy. Please see Appendix 3 for a full list of loan periods and fines.

### **Long Overdue and Lost Items**

Items that are overdue more than one loan period are considered lost. At that point, the patron will be charged the replacement cost of the item. A receipt will be given to the patron upon payment or replacement. If the lost item is found within 6 months of payment, the amount paid will be refunded on presentation of receipt.

Borrowing privileges will be suspended for patrons with charges of \$25 for lost or damaged items on their account. Patrons can restore their borrowing privileges by returning the lost items or paying the replacement cost.

### **Damaged Items**

When an item is returned damaged, the Library will determine if the patron should be held responsible for the damage, in which case, the patron will be charged for the cost of the item's replacement.

### **Requests and Interlibrary Loan**

As part of the Libraries Online (LION) consortium, our patrons have access to a shared database of holdings from over 30 libraries. Patrons may request titles online, or with library staff in person or by phone. For materials not owned by a library within the consortium, the Durham Public Library will place holds with other libraries in Connecticut. We will also fill subject requests. Non-library book club members may request multiple copies of titles they will be reading.

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