

## Burlington (CT) Public Library Circulation Policy

### How to Get a Library Card

- Burlington patrons are fine free in our library. This courtesy is extended only for materials borrowed from the BPL.
- You must present a valid form of photo ID with your name and current address (driver's license, checkbook, bill, or cancelled mail within 30 days). We also accept a current (within 30 days) online bill, along with a picture ID.
- Teens (16 1/2 years old) who have a government issued photo ID (i.e. DMV license/Passport) may apply for their own library card.
- Out-of-state residents living in Burlington, and working in Connecticut, may apply for an in-house card which is valid for one year and is kept at the circulation desk. A refundable deposit of \$30 is required. The fee will be returned when the patron is ready to leave town once the staff ascertains that all items are returned and fees and fines have been paid.
- Renewal of all library cards must be made in person. However, a short extension (30 days) on cards will be available until they can bring their library card to the library.
- Patrons are responsible for all the materials checked out on their card, as well as any minor children in their charge. Parents are responsible for materials checked out to their children 17 and under.
- Cards are issued to Burlington residents and are updated every three years.
- Lost library card replacement fee is \$2.00.
- **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 link family member cards.

### Loan and Fine Rates

Item	Loan	Renew?	Reserve?	Limit	Fine Rate	Max Fine
<b>Adult Nonfiction DVDs</b>	21 days	Yes, 2 times	Yes	None	0	0
<b>Audio Books</b>	21 days	Yes, 2 times	Yes	None	0	0
<b>Books</b>	21 days	Yes, 2 times	Yes	None	0	0
<b>Backpacks (Kits)</b>	21 days	No	No	None	0	0
<b>New Books</b>	14 days	Yes, 2 times	Yes	None	0	0
<b>Magazines</b>	21 days	Yes, 2 times	Yes	None	0	0
<b>Read it Together (Kits)</b>	21 days	No	No	None	0	0
<b>USB Flash Drive Language Software</b>	14 days	Yes, 2 times	Yes	1	0	0
<b>Tablets (Launch Pads)</b>	14 days	No	Yes	None	0	0

<b>Child Nonfiction DVDs</b>	7 days	Yes, 2 times	Yes	None	0	0
<b>DVDs</b>	7 days	Yes, 2 times	Yes	None	0	0
<b>Museum Passes</b>	2 days	No	No	2 different	\$10 /day	\$250
<b>Library of Things</b>	7 days	Yes, 2 times	Yes	2	\$5/day	Cost of Item

Borrowers of museum passes and electronic devices must be at least 18 years of age and possess a valid library card. Patrons may not renew materials if there is a hold on that item. Materials in great demand may be temporarily limited to a loan period of one week

### **Reserves and Interlibrary Loans**

Materials that are "on order" or in circulation may be reserved in person, by telephone, or through our online catalog. Materials not owned by the library may be requested by calling or visiting the Burlington Public Library, or requesting items on our online catalog. New materials or DVDs from other libraries are not usually available through Interlibrary Loan (ILL). Other restrictions may apply.

Patron's borrowing privileges are suspended when there are unpaid lost items or unpaid fines accruing to \$10. The majority of notices and bills are sent via email to borrowers with overdue materials as a courtesy. Items go to bill after they are overdue four (4) weeks. Prompt payment is appreciated. If a patron locates an item within thirty days (30) days after making payment for it, the amount paid for the replacement will be reimbursed. A check will be issued for refunds over \$30.00.

### **Overdue or Lost Fees (See Loan and Fines Rate Chart)**

As of December 6, 2022, fines will not be charged for most overdue library materials.

While the Burlington Public Library does not charge fines on most items, it must follow the policies of the lending library if the item has been borrowed through the InterLibrary Loan System. Overdue materials from other Library Connection libraries returned at Burlington Public Library will be charged fines based on the policy of the owning library.

### **Exceptions**

Fines will still be charged on overdue museum passes at a rate of \$10/day with a limit of \$250.00.

### **Lost or Damaged Materials**

Patrons are responsible for the replacement cost of items belonging to the Burlington Public Library that have been lost or damaged beyond repair.

Patrons are also responsible for any fines and fees associated with items belonging to another library and should refer to the owning library's policy regarding the replacement of items.

### **Loss of Borrowing Privileges**

The use of the library and its services may be denied for the following reasons:

- Failure to return materials after 3 notices

- Failure to abide by the rules of behavior as posted
- Destruction of library property
- Accumulation of \$25, or more, in unpaid charges as stated on the **Overdue Fee or Lost** section

Burlington Public Library's Board of Trustees Approved May 1990

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