

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 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 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. Payments can be made by cash, check, or debit/credit card.

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.
- 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 under the following conditions:

- Item returned is in good condition as determined by Library staff.
- The overdue fine or processing fee, whichever is greater, is deducted from the amount to be refunded.

NOTE: The library *does not* take replacements for lost or damaged items.

Fines and Fees Schedule

<u>CIRCULATING MATERIALS</u>	<u>LOAN PERIOD</u>	<u>DAILY FINE</u>	<u>LIMIT or RESTRICTIONS</u>
Adult & Young Adult Fiction	21 Days	.10/Day	
Adult & Young Adult Non-Fiction	21 Days	.10/Day	
Adult & Young Adult Paperback	21 Days	.10/Day	
Express Books	14 Days	.25/Day	2 per person
Interlibrary Loan	varies		Limited to Meriden Patrons only
Audio books	21 Days	.10/Day	10 per person
Music CD's	21 Days	.10/Day	10 per person
Magazines	21 Days	.10/Day	All but current can be borrowed
Playaways	21 Days	1.00 Day	3 per person
CHILDREN'S MATERIALS			
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 Thematic Kits	21 Days	1.00/Day	Must be checked out and returned in person in the Children's Library
DVD'S			
DVD's (Feature Films)	1 week	1.00/Day	5 per person
DVD'S (Non-Fiction)	1 week	1.00/Day	5 per person
CHILDREN'S DVD (Non-fiction)	3 weeks	1.00/Day	5 per person
Art Prints	3 weeks	1.00Day	1 per person

Other Miscellaneous Charges

- Replacement Library Card: \$1.00
- Lost Item: Replacement charge/ varies
- Damaged Item: Cost determined by staff
- Missing Item Barcode: \$.25
- Missing or damaged DVD case \$3.00
- Missing or damaged cd case \$2.00
- Missing Title Cover Page cd/dvd case \$1.00
- Replacement Audio CD from set \$8.00 (not always replaceable)
- Photocopies: \$.15 per page / Color photocopies: \$.50 per page
- Computer Printing: \$.15 per page for b&w copies /\$.25 per page for color copies
- Microfilm \$.25 /per page
- Lost Museum Pass/ Cost of the pass varies from \$50-\$200 depending on which pass
- Returned Check / Bank Charge