

# **Wilton Public Library – Circulation Policy**

## **INTERLIBRARY LOAN**

The library participates in the Access Plus programs to provide Interlibrary Loan (ILL) service to its patrons. Through SILO (State Library On-Line) and Southeastern Library Service, almost any request for a material can be filled. Materials published in the current year are not available through ILL and many libraries will not fill requests for paperback books, audio-video materials or materials which cost less than \$10.00. Magazines are not available for ILL, however, copies of individual articles can be requested.

Revised 10/2017; Revised 08/2021; Revised 04/2023

## **CIRCULATION RULES**

The loan period for new books is 14 days, while audiobooks and all other books are checked out for 21 days. DVDs, magazines, and circulating reference materials are due after 7 days. All items may be renewed one time; however, any item with a waiting list cannot be renewed. Newspapers are for in-library use only.

Reserves will be taken on any material or equipment in the Library. Patrons will be notified when the material is available, and it will be held for the patron for three days after notification. If not picked up within three days, items will be passed to the next patron on the reserve list or returned to the shelf.

Revised 10/2007; Revised 03/2011; Revised 05/2011; Reviewed 08/2014; Revised 02/2017; Revised 01/2019; Revised 01/2023; Revised 04/2023

## **OVERDUE MATERIALS**

Materials checked out to the patron's account are the responsibility of the patron. The automated system provides a printed or emailed receipt of all items out on the individual's account and the date each is due. Items are considered overdue if they are not returned or renewed by the due date. Overdue notices are processed each day. If a patron chooses, they may receive a 3-day advance notice that materials will be due either by text or email. Patrons with overdue items are called, sent a text or email, or notified by mail if they cannot be reached by phone. Two notices will be given. Patrons with overdue items may use materials in the library but are unable to check out additional materials.

If material is delinquent for two months (60 days), the material is marked as lost and a replacement fee is charged to the patron's account. According to state law, legal action can be taken against the patron for the return of the material.

Revised 09/2015; Revised 04/2022; Revised 04/2023

## **DAMAGED, LOST OR UNRETURNED MATERIALS**

All damage to materials beyond reasonable wear and all losses must be made good to the satisfaction of the Library Director. The standard replacement cost for materials that are lost or damaged beyond repair will be the cost of the material. The patron may purchase the replacement copy if the item is the same. These costs must be paid before the patron can check out any additional materials.

Reviewed 09/2015; Revised 04/2022; Revised 04/2023

# **Wilton Public Library – Circulation Policy**

## **LIMITATIONS ON USE**

The use of the Library or its services may be denied for due cause, such as failure to return items or pay for their replacement, stealing of library property, destruction of library property, or illegal conduct on the Library premises. The patron may appeal to the Board for a review of any suspension of services or access.

Library patrons with fines in excess of \$10.00 will not be allowed to check out additional materials, including computers, until the fine is paid in full or in part with the remaining total below \$10.00. Patrons with overdue materials will not be able to check out additional items, including computers.

Revised 11/2007; Revised 04/2022; Revised 04/2023