

Lebanon Public Libraries Circulation Policy

Purpose

The purpose of this document is to explain the circulation of items from the Lebanon Public Libraries.

All library cardholders will be treated equally regarding access to library materials. No restrictions will be imposed based on the type of card held by the patron (teacher, staff, non-resident, etc.). Materials are labeled only by classification or as a directional aid. Children, young adult, and adult collections are differentiated based on reading level, language comprehension, and audience. These collections may be housed in designated areas to aid in discovery. Parents and legal guardians have sole responsibility for what their children read, view, or hear. Only parents and guardians may restrict their own children's access to library materials. Library materials in public areas are accessible to all patrons.

Eligibility for a Free Library Card

- Any resident of the City of Lebanon may obtain a free library card upon proof of residency. Proof of residency may be in the form of a valid driver's license, received or USPS-canceled mail, rent receipts, utility bills, tax receipts, or any such items showing the applicant's name and street address. If they do not have any of these documents, they can make a verbal statement of residency attesting that they live in Lebanon. They can provide a physical description of their residence if not the address.
- Ownership of property in the City of Lebanon will qualify a person to receive a free library card.
- Any City of Lebanon employee will be issued a free card regardless of place of residency.
- Any staff member or student in the Lebanon schools or enrolled in a college located in Lebanon will be issued a free card regardless of place of residency.
- Any Lebanon business or non-profit agency will be issued a card in the name of the owner or CEO. The business must provide an official business letter stating that the owner is responsible for all items borrowed and any charges incurred. The card must be presented when borrowing.

- Individuals may obtain a free library card at the Library Director's discretion in special circumstances.

Provisional Cards

New patrons who register online, will be given a provisional card and asked to provide proof of residency within 30 days of the card being issued. Provisional cards automatically expire one month from the date the card is created, and will be changed to a non-provisional card once proof or statement of residency is provided.

Non-Residents

Any person **not** meeting the above conditions may obtain a library card at the following rates:.

Patron Type	Yearly Membership	6-month Membership
Non-resident family	\$75	\$40
Senior citizens	\$60	\$35
Senior residents of Hartford, VT (age 60 and over)	\$20	-
Residents of Hartford, VT with a child in school through High School		

Lost or Damaged Items

When a patron loses an item or returns library material that cannot be easily repaired or cleaned, they must pay the replacement charge listed in the borrowed item's record or purchase a replacement copy. The replacement copy must be a new copy of the title and be the exact edition that was damaged or lost. In extenuating circumstances, the library director may authorize the acceptance of another edition. For damaged items, once paid for or replaced, the library customer may keep the damaged item. If a patron finds an item within 30 days of paying for it, the library will refund the payment.

Patrons may not return an item that has been removed from the system. They will need to pay for the item as they would if it was lost. The item will be on their record in the note field until paid. The patron is welcome to keep the item.

For items with no price in the record, the retail cost of the item will be charged.

Overdue Materials

Patrons will not be charged an overdue fine for returning items after their due date.

Patrons will be restricted from checking out materials if they have materials which are overdue by more than 14 days. Patrons are encouraged to renew items they wish to keep longer than the original check out period.

Missing Items

When patrons state they have returned items that are still on their record, the items should be checked in and marked missing.

Loan Period

Items may be borrowed for the following time periods:

Item Type	Circulation Period
Books and audiobooks	3 weeks
DVDs, magazines, and CDs	2 weeks
Games, puzzles, and Cool Stuff Collection	1 week
Museum passes	3 days
Interlibrary Loan items	Determined by loaning library

All items except museum passes and interlibrary loans may be renewed up to three (3) times by library patrons unless there is a hold placed on the item. Library staff may renew items for patrons beyond the three renewal limit as they see fit. Interlibrary loan renewals are determined by the library that owns the materials.

Some items must be used only at the library. Reference, local history, and any library equipment typically should be used in-house. Library staff may allow exceptions to this rule.

Adopted by the Board of Trustees: 6/17/03 Revised: 1/24/06; 4/24/07; 1/26/10, 6/22/10; 9/28/12; 11/26/13; 5/6/14; 1/1/2015; 5/26/15; 11/24/15; 5/24/16;10/25/16; 3/28/2017; 3/26/2019; 11/23/2021; 1/25/22