Milford Public Library
Circulation Policies: Borrower Eligibility and Registration

Eligibility:
Eligibility for borrower registration is based on a person's residency. Any permanent resident of Milford is entitled to have a Milford Public Library borrower's card and to borrow materials from the library, subject to the library's regulations.

A person who lives in another town in Connecticut is able to borrow materials from this library by using his or her hometown library card through the state's Connecticard program for reciprocal borrowing.

Likewise, a Milford resident is able to borrow materials from most other public libraries in Connecticut by presenting his or her valid Milford library card. The rules and regulations of the loaning library take precedence over the home library in the case of reciprocal borrowing.

Registration:
A registration form must be filled out and identification must be presented showing proof of residency (a driver's license or state id with present address, or two other forms of ID with a current address such as utility bills, rent receipts, or other official documents. These documents must be dated within three months of library registration).

Upon registration, patrons agree to comply with all library rules, promptly pay fines or charges, and give notice of change of name or address.

Registration period:
Milford Public Library cards are issued for a three-year period and are renewable unless the cardholder has unpaid charges or fines in excess of the amount stipulated in the current *Milford Public Library Table of Loan Periods and Fines.*

Residents:
Those residents in grades 5 and under must have their registration form signed by a parent/guardian before a card will be issued. Both child and parent/guardian must be present and parent /guardian must show proof of residency. Note: Parent/guardian for those patrons under the age of 18 are financially responsible for items on children's cards. Children in grades 5 and under with multiple residences may be issued more than card, provided each parent/legal guardian signs off on the card that reflects their domicile.

Those residents in grades 6-12 will be issued a library card upon showing proof of residency; a valid Milford public middle/high school photo identification card will suffice. Although parent/guardian signature is not required, parent/guardians are financially responsible for loss, damage or other fees.

The Library reserves the right to issue children a card with limited borrowing privileges in cases where the family has a large balance of unpaid fines and fees.

Group / Organizational Borrowing:

A Milford group or organization may be given a limited one-year card and borrow materials for the organization provided that the leadership of the organization agrees annually in writing to assume responsibility for any materials signed out by its staff or other authorized personnel. Library card must be presented to borrow materials. This card will be good for use at the Milford Public Library only.

Temporary Cards:

A temporary 90-day card may be given to temporary residents – those who have no permanent residency except a local institution, halfway house or transient housing – or for other temporary residency situations. Proof of this residency and identification will be required. A temporary 90-card is limited to a loan of five items at any time and is good only at the Milford Public Library.

Out-of-Town residents

Non-residents are served through the State Library's Connecticard reciprocal borrowing program. An out-of-town borrower must present a valid card for his or her local library, must be registered here as an out-of-town borrower, and is subject to the same rules and regulations as are Milford borrowers. Expiration date for out-of-town cards is determined by the home library. Out-of-town residents should use their home library for inter-library loan functions.

Lost Cards:

There is a charge for the replacement of lost cards. Please refer to the current *Milford Public Library Table of Loan Periods and Fines.*

Library Cards:

Patrons must be registered in the Milford Public Library database to check out materials. Patrons must present their library card. Failing that, they may present either a current driver's license or other current government-issued photo identification card if they are already registered in the Milford database. Parents or guardians of a child may borrow materials using their child's card only if they present the card at the time they check out materials.

Loan periods & Loan Limits:

Policies on loan periods, renewals and limited loans are listed in the current *Milford Public Library Table of Loan Periods and Fines.*

The Library Director is authorized to establish and periodically revise loan periods and loan limits for materials for which there is higher than normal demand, for materials in collections of limited size, for items that require special treatment or care, and for establishing policies for new, experimental or introductory services.

Reserves:

Permission may be granted for library holds to be picked up by a second party. That person should have either the library card under which the item is held or written permission from the cardholder. Identification will be required and checkout on the card limited to the hold item(s) only.

Downloadable media:
Loans are subject to the policies of the commercial distributor and the Milford Public Library.

Fines and other Fees:
An item becomes overdue the day after the date indicated on the date-due slip or noted in the online record.

When a borrower returns an overdue or lost item the borrower must pay for any overdue charges on that item. A borrower's privileges will be suspended when he or she owes more than the maximum stipulated in the current *Milford Public Library Table of Loan Periods and Fines.*

Fines:
Please refer to the current: *Milford Public Library Table of Loan Periods and Fines.*

Lost Materials:
If an item is reported lost or if an item reaches the final billing notice, the borrower is charged the replacement cost of the lost item. The Library will not accept replacement copies.

If the actual cost of the item is not known, the item will be billed at the average replacement costs listed for the appropriate format and subject area.
Audiovisual materials will be billed at actual cost if known or at a reasonable charge reflecting the current cost of that type of item.
If any part of a CD/DVD package that is necessary to the running of the product is lost, the patron will be charged the full replacement cost for the set.

Damaged Materials:
Patrons who return items that are damaged so that they can no longer circulate will be billed at the cost of replacement. The Library will not accept replacement copies.
Patrons are expected to pay the full cost of a lost or damaged item at time of payment.

Return of Paid Item:
Patrons who pay for a lost item and then return it within 6 months will be reimbursed if the item is in the same condition as it was at the time it was loaned. Fines are not reimbursed.

Debt Collection:
Outstanding obligations are subject to a series of debt collection letters, emails, and/or telephone calls indicating the items and amount due. Delinquent accounts may be submitted to a Collection Agency and collection fees may be incurred.

Confidentiality:
The Library complies with Section 11-25(b) of the General Statutes of Connecticut pertaining to confidentiality of circulation records.
Information contained in circulation records will not be made available to any person or organization, or any agency of the federal, state or local government, unless the library is compelled to do so by applicable legal documents. Such process, order, or subpoena must be presented to the Library Director,

who will consult with the Milford City Attorney to determine legal applicability and required library compliance.
Patrons may review their own library record; parents and/or legal guardians may review records of their minor children.