



MANSFIELD PUBLIC LIBRARY

CIRCULATION POLICY

LIBRARY CARDS

Eligibility and Registration

Eligibility for a Mansfield Public Library (MPL) card is based on an individual's primary residence established in the Town of Mansfield. Any person who shows verification of identity and proof of residence within the Town of Mansfield may receive a MPL card. A Mansfield post office box is not considered valid proof of residency. A form of identification must be presented at the time of library card registration as proof of identity and residence. Only one form of identification is necessary if it is one of these current and unexpired forms of identification:

- Connecticut driver's license
- Connecticut State ID (issued by DMV)

If the identification types listed above are not available, you may provide any two of the following forms of identification, one of which must have a photo and the other your current Mansfield address:

- Out-of-State driver's license
- Valid passport
- Green card
- Connecticut motor vehicle registration or insurance
- Current telephone or utility bill
- Current item of mail with street address that has been delivered
- Lease agreement, rent receipt, property deed, or tax bill or receipt
- Checkbook with name and address imprinted
- Voter registration record
- Student report card or school schedule
- School ID with photo
- Employee ID with photo

Individuals Under 16

Applicants under the age of 16 must have a parent or legal guardian present to sign the application at the time the library card is issued. The parent or guardian's identification or current Mansfield Public Library card will be accepted as proof of residence. Exceptions to this may be made if the Library visits schools for Library Card Sign-up Day or similar situations.

UConn Students

All UConn students currently residing in Mansfield, with the appropriate identification, are eligible to receive a Mansfield Library card.

- Students living off campus in Mansfield: Must present identification showing proof of residency, see list above for acceptable forms of ID.

- Connecticut students living on campus: May use their active hometown library card or sign up for a student card with a shortened expiration date (end of the current academic year) by showing their UConn housing information.
- Out-of-state students living on campus: May sign up for a student card with a shortened expiration date (end of the current academic year) by showing their UConn housing information.

Mansfield Teachers

The Library offers library cards for teachers working at Mansfield Middle School and Mansfield Elementary School. These cards are issued to promote sharing of resources and ease of access to library resources for school staff.

- Requested materials will be delivered to the school libraries through interoffice mail for distribution to teachers, and may be returned to the school libraries.
- Teacher cards are issued and renewed by the school librarians. Cards expire every summer and are renewed as needed based on employment status of individual cardholders.
- Cards should be cleared of all borrowed material at the end of each school year.
- Cards may be used to borrow materials for school use. Cards may not be used to borrow laptops/DVD players/hotspots or museum passes.
- Normal loan periods apply. The school will be responsible for replacement of lost materials.

Lost or Replacement Cards

A lost MPL card will be replaced for free once each year, and after that, for a fee of \$1.50. Old, worn out cards are replaced free of charge. Patrons are responsible for all items checked out on their card. Information about patron registration and borrowing habits are protected by law and all information will remain confidential.

Renewal of Library Cards

MPL cards are renewed on a 3 year cycle. Applicants will be asked to present a form of identification for address verification. Library cards for children under 16 may be renewed by a parent or guardian without the child present, using the parent or guardian's identification. Overdue items must be returned and payment of outstanding fees and fines in excess of \$25 is required before a Library card can be renewed.

Responsibility

Library patrons over the age of 16 are responsible for all material checked out on their cards or the cards of children under the age of 16 for whom they have assumed responsibility. If a patron allows others to borrow material using his/her card, those materials are the responsibility of the card owner. Lost cards should be reported immediately. A library patron is responsible for all material checked out on his/her card up to the date the card is reported lost to the Library.

Use of Library Card

Patrons should produce their card when checking out materials. Scanned images of the card on personal devices and digital applications are acceptable. If the card is not available, identification must be produced. In the case of students, a current school schedule with their name will suffice. Patrons without valid identification will have their items held for them at the Circulation Desk for up to 1 week.

LOAN PERIODS: All materials are freely available without restriction to all library patrons.
BOOKS, AUDIOBOOKS, MUSIC CDS, KITS, TOYS: 3 weeks.
DVD MULTIDISK SETS and NONFICTION DVDs: 2 weeks. All other DVDs: 1 week.

NEW BOOKS, NEW AUDIOBOOKS, MAGAZINES, ELECTRONIC DEVICES: 2 weeks.

CAKE PANS, TOOLS, GAMES, BACKPACKS, MUSEUM PASSES: 1 week.

NOTE: Most items may be reserved and sent through the interlibrary loan system. However, the library may refuse to allow holds on particular items or send certain items through the inter-library delivery, at the discretion of the director.

NOTE: While we do not limit the number of books or magazines which may be borrowed, please be considerate of other patrons. We do reserve the right to limit in periods of high demand.

RENEWALS: Most items may be renewed twice. Items on reserve for another patron will not be renewed.

Electronic devices, out of system interlibrary loan materials, cake pans, and museum passes may NOT be renewed.

OVERDUE MATERIALS:

Courtesy Renewals and Notices:

- If an item is renewable, and it is not on reserve (hold) for another patron, it will renew (and an email sent to the borrower) 4 days before its due date.
- An email reminder notice will be generated for items 3 days before they are due.
- An overdue email notice for all items excepting museum passes will be sent when items are 1 week overdue.
- A bill will be sent via email (or US mail, when necessary) when items are 2 weeks overdue. Museum passes will be billed when the pass is one day overdue.
- The Library is obligated to attempt the recovery of all outstanding debt and/or library materials. To that end, borrowers with fines or fees of \$50 or more are subject to contact from a collection agency.

Fines and Fees:

While patrons will not be charged fines, all patrons, regardless of age or residency, will be charged fees related to the replacement cost of lost or damaged items, and items not returned.

While the library charges no fines on its materials, it must follow the fine policy of the lending library for materials borrowed through the interlibrary system. MPL materials checked out at other libraries will accrue fines based on the transaction library's fine policy. Non-MPL items checked out at MPL will be fine free, as long as MPL does not assess a fine on that type of material.

Overdue material from other Library Connection libraries returned at MPL will be charged the fine based on the fine rate of the lending library. Fines for overdue materials from libraries not in Library Connection returned to Mansfield Library must be paid at the material's owning library. The material will be returned via deliverIT CT.

NOTE: It is our consortium's (Library Connection) policy that any card holder with fines or fees of \$25.00 and over will have their borrowing privileges suspended until the total amount is brought under \$25.00.

LOST OR DAMAGED ITEMS

Any library items that have been lost or irreparably damaged will be charged to the borrower at the replacement cost. Do not attempt to repair damaged items. Replacement copies are not accepted. Payments for lost items will be refunded if the item is returned under all of the following conditions: 1. the item is in good condition; 2. return is within two weeks of payment; 3. presentation of the payment receipt.

REQUESTS (HOLDS): Requests (holds) may be placed on most items. Kits, toys, tools, cake pans, backpacks, and games are for local holds pickup only. Electronic devices and museum passes may not be held. You may call and have one of these items held at the front desk until the end of the business day.

BOOK DROP: All items, excepting kits, electronic devices, tools, games, toys, backpacks, and cake pans may be returned in the Book Drop outside the main entry. If the before listed items are returned in the book drop, the patron is subject to a fee of up to \$50.00.

LIBRARY EXPRESS/MAPLE ROAD BRANCH: Holds may not be placed on any item at these locations. New materials have one renewal. Older items may be renewed twice. You may call and have materials held at the front desk until the end of the business day at the Library Express ONLY.