PART 4: CIRCULATION AND LIBRARY CARDS

LIBRARY CARDS

I. Every resident of Oxford who is at least 5 years old is eligible for a free library card. A resident is defined as one who makes Oxford their principal place of residence. A valid library card is required in order to borrow materials from the Library.

II. To obtain a library card, patrons must complete a registration form and provide proof of identity **and** residency. Proof of residency must include name and street address—a post office box is not proof of residency. A current CT driver's license or CT photo ID with an Oxford residential address is acceptable identification that satisfies both conditions.

   A. If you are unable to fulfill these requirements, you may speak with our Director who may make exceptions on a case by case basis.

III. Oxford residents who have not yet updated their driver's license information must provide CT photo identification and proof of current residential address. This may include:

   A. Most recent utility bill

   B. Current lease agreement or property deed

   C. Valid passport

   D. Preprinted check

   E. Postmarked mail item

   F. Valid Connecticut vehicle registration

   G. Valid voter registration card

IV. **Cards for Children:**

   A. A parent or legal guardian must be present and co-sign the registration form of a child under the age of 18 years

   B. The legal guardians listed on a child's account are responsible for any outstanding fines, bills, or overdue materials on the child's library card.

   C. Library staff cannot restrict the circulation of materials based on age, therefore we suggest that either a child's guardian is with them during checkout or that guardians use their own card to check out their child's materials.

V. **Cards for Non-Residents:**

A. The Library will issue cards for seasonal residents and patrons whose home library is not part of our library network, Bibliomation.

B. Non-residents of Oxford must provide the same documentation as Oxford residents as well as a valid Connecticut library card.

C. Seasonal residents' cards will expire when they return to their other residence.

VI. **Card Renewal:**

A. Library cards are issued for a period of three years and may be renewed with valid proof of residency.

B. Library cards may be renewed for 30 days in the event that a patron cannot present valid proof of residency.

VII. **Borrower Responsibilities**

A. Materials may only be checked out on a library card with the cardholder present. If the cardholder would like to give anyone else permission to use their card to check out materials, librarians must be notified by the card holder, and a note will be made to their account.

B. Cardholders must report changes to their account information to the Library.

C. Cardholders are responsible for reporting lost or stolen library cards. The card will be marked inactive as of the date of notification, but any outstanding items or fines are still the cardholder's responsibility.

CIRCULATION POLICIES:

I. **Loan Periods:**

A. Books: 14 days (new material) or 21 days

B. Audio Books: 21 days

C. Video Games: 21 days

D. Magazine: 14 days

E. Movies: 7 days

F. Documentaries or television series: 14 days

G. Museum Passes: Must be returned before 9am in the book drop the day after it has been reserved.

H. Most library items are eligible for one automatic renewal (extension) as long as no other patrons have the item(s) on hold.

I. Additional renewals may be requested as long as no other patrons have the item(s) on hold.

II. **Loan Limits/ Fees and Fines:**

A. Oxford Public Library may not accept payment for fines accrued at any other library.

B. Oxford patrons may be subject to the fees and fines of the circulation library.

C. Extended borrowing periods or removal of fines must be approved by the Director or supervising librarian on duty.

D. Movies:

i. Ten movies may be borrowed at one time on one card.

ii. Fees for late movies: $2 per day, per movie.

E. Video Games:

i. Two games may be borrowed at one time on one card.

ii. Fees for late games: $2 per day, per game.

F. Museum Passes:

i. One museum pass may be borrowed at one time on one adult card.

ii. Must be returned before 9am the day after it has been reserved. For example, if you have reserved a museum pass for a Friday, it must be returned before 9am in the book drop on Saturday.

iii. Fees for late passes: $5 per day.

G. Books:

i. 40 books may be checked out at one time.

ii. The Oxford Public Library does not enforce late fees on books that belong to our library. However, fees may be charged for lost or missing materials (please see below).

H. Lost or Damaged Materials:

i. If a patron fails to return or damages an item, they are responsible for paying the full amount of the item. The Library prefers payment for replacement costs, but the Adult or Children's Librarian may decide with a patron that a replacement is acceptable.
ii. If a patron pays for a lost item, once the transaction is complete, the item may not be returned or refunded.
iii. If an item is damaged, patrons should report the damage to the Library and bring the item in for repair evaluation. The Director or librarian will determine the extent of the damage and whether a replacement/replacement fee is necessary.
iv. If the item is one of a kind or particularly valuable to the Library collection, the Library may decide to keep the damaged item. If the Library decides to keep the damaged item, the patron is still obligated to pay the cost of the damaged item so that the Library may obtain an equivalent replacement to go back into the collection.

III. **Inter Library Loan (ILL) and Item Holds**

A. In order to broaden services to the public and meet the special needs of library users, the Oxford Public Library participates in statewide and regional interlibrary loan arrangements.

B. Patron holds may be requested from OXPL or any other participating library in CT.

C. Once a patron's hold materials are available, they will be notified in the manner they have specified on their library card registration.

D. Rules for hold materials include:

i. Items are only available for pickup 7 days from the date a patron is notified. After 7 days items will be returned to their owning library.

ii. Patrons are responsible for fines and fees applied to hold materials that belong to other libraries. OXPL will not accept payment for fines due at other libraries; they must be paid at the owning library.

iii. Patrons' library accounts must be up to date and free from fines or overdue materials.