

Circulation at Ledyard Public Library

Library Cards

Library cards are required for all patrons to check out materials and use online services. Library cards are for personal, non-commercial use and are non-transferable. Due to licensing restrictions, the library is not permitted to share remote access with other libraries, organizations, or institutions.

Patrons are expected to present their card during each transaction. If a patron doesn't have their physical or digital card with them, they will be required to verify their address in order to check out materials.

Ledyard Residents

Ledyard residents are eligible for a free Ledyard Public Library card with proper identification and a completed Library Patron Application.

Residents may also apply for a library card online. A barcode number is issued allowing patrons to place holds and is valid for 3 months. The patron will need to pick up their card at the library and provide proof of residency before they can check out materials. The expiration date for the card is then extended for 4 years.

Library cards are valid for 4 years and renewals are free. There is a replacement fee of \$1 for a lost card.

Proper Identification

Valid, unexpired, photo identification (driver's license or state-issued identification) showing current Ledyard residence is preferred for new, renewal, or lost cards. Additional proofs of residence include rental agreements, tax bills, utility bills, bank statements, or other documents that show the person's name and current Ledyard address. Students may show their school IDs or their parent/legal guardian's proof of residence.

Youth applicants will show the proof of residence for their parent/legal guardian.

Adult & Student Library Cards

Library cards are available for anyone 12 years or older. A voter registration form will be offered applicants 18 and older. [updated to 12 and up for standardization across policies]

Youth Library Cards

Youth library cards are available to minor borrowers under the age of 12. A parent/guardian must sign the Library Patron Application. Guardians assume responsibility for the content, condition, and prompt return of materials. [updated to under 12 for standardization across policies]

Under the State's Connecticard program, children of divorced parents may have multiple cards, one under the responsibility of each parent. Cards must be issued by the Town in which that individual parent and child reside.

Linked Accounts

Library card holders may link their accounts when creating them. Linked accounts allow patrons to pick-up each other's holds, view current checkouts, and pay fees. A permission form must be completed when linking two adult cards. Youth cards may be linked to the parent/guardian listed on the library card application. [Added a better definition of linked accounts]

Non-Residents

Ledyard Public Library participates in the borrowIT CT and Connecticard program supported by the Connecticut State Library. This program allows:

- Connecticut residents who live outside of Ledyard to borrow materials, as long as they present a valid and unexpired card from their hometown library. A Ledyard Public Library registration form must be completed and signed by the applicant and/or guardian. Staff will then create a record for them within the library's system, using the hometown library's barcode and expiration date. Non-resident borrowers must renew their cards at their hometown library.
- Please note that residents of towns that are part of the LION consortium do not need to be added to the system as we share a patron database. Borrowers from other LION Libraries still need to present a valid library card when checking out.

Teacher Cards

Cards may be issued to Ledyard teachers or homeschoolers for books to use in the classroom. Library rules on loan periods and lost or damaged materials apply to all items checked out on this card. Teachers must present a valid school ID and fill out the Teacher Library Card Application. Once issued, cards are kept on file at Ledyard Public Library location where they registered. Teachers are given the card's barcode number to place holds and utilize online resources. Teacher cards expire every July 1 and teachers will need to renew as long as they continue to teach in Ledyard. [Formalized an existing process]

Group Home / Residential Facility Cards

The Library encourages the residents of group homes and other facilities to register for their own, individual library cards. If a resident of a group home cannot verify their residency with the traditional methods, the facility can provide a letter on official letter head confirming their residence. The letter should include the applicant's name as it matches their ID.

Should a facility, located in Ledyard or Gales Ferry, want a library card for organizational use, they can apply under similar rules to Teacher Cards. They must present a valid ID or paystub from the residential facility when filling out the application, as well as fill out the Residential Facility Application. Library rules on loan periods and lost or damaged materials apply to all

items checked out on this card. Residential Facility Cards expire annually on July 1 and staff will need to renew as long as they continue to work at a facility in Ledyard or Gales Ferry. [Created to accommodate recent requests, designed to match the Teacher Card program]

Invalid Library Cards

Library cards may become temporarily invalid for any of the following reasons:

- Card has expired
- Long-overdue materials have not been returned
- Damaged or lost item charges in excess of \$25 [old rule was \$100, lowered to prevent increased loss and match the limit within OverDrive]

Removing Library Cards

Annual Records Maintenance

Ledyard Public Library performs records maintenance once a year, during which library cards that have been expired for over 3 years will be deleted. Accounts that owe the library an excess of \$25 will be saved for an additional 3 years.

Death Related Removal

Families may notify the library of a patron's passing to have their card deactivated. If the family posted a publicly available obituary and their account does not have items checked out or fees, staff have the right to deactivate the card. If accounts have items checked out, we ask that families return the items before the card is deactivated.

[Both subsections formalize an unwritten practice]

Loan Rules

Library Card Limitations

Each library card is limited in the number of items it can check out, please review the following limitations:

- Total Checkouts: 100 items
- Museum Passes: 1 per family
- Yotos: 5 cards per family

Some items may auto-renew, depending on item type and if there are no holds on the item. Patrons are allowed a total of two renewals before the item must be brought back to the owning library.

Checkout Periods

Library items may be checked out for a specific period of time. Most items have at least one automatic renewal before being considered overdue, with the exception of museum passes.

- Books: 21 Days
- Magazines: 21 Days

- DVDs: 7 Days
- Audiobooks (CDs): 21 Days
- Yoto Cards & Players: 7 Days
- Music (CDs): 21 Days
- Toys: 21 Days
- Board Games: 21 Days
- Museum Passes: 2 Days
- Bill Library Key: 2 Days
 - Note, this item is only available for after-hours Community Meeting Room reservations only. Please see our Community Meeting Room Regulations for more information about this service.
- Janice W. Bell Historical Research Room Key: 2 Days
 - This item requires written permission from the Ledyard Historical Society and is restricted to Ledyard Historical Society members only. [this line is dependent on Historical Society MOU/MOA]

Non-Circulating Items

Reference materials, newspapers, local history items, yearbooks, and items whose physical format is very susceptible to damage do not circulate. Books and materials designated as non-circulating may circulate for 1 week at the discretion of the Assistant Librarian, in consultation with the Director and affected staff members. These items may not be renewed.

Holds

Most items can be placed on hold, with the exception of museum passes, library key, toys, boardgames, CD players, and the Eversource electricity monitor. Holds may be placed online or by calling the Library. Materials that are not retrieved within 7 library open days of the notice of availability will be made available for the next patron.

Fines and Fees

Overdue Materials

Ledyard Public Library does not charge fines for overdue materials. It is expected that items will be returned in a timely manner.

Lost and Damaged Items

If an item is determined to be Lost, the LION consortium sends an email or printed bill notifying the patron that they will be charged for the full cost of the lost item. Patrons can either pay the fee or return the missing item. Material found after the replacement fees are paid becomes property of the patron. Ledyard Public Library does not provide refunds.

[The old language is not in line with Town practices and policies: Payment will be refunded if the item is returned in good condition within 6 months.].

Items are inspected for damage upon return to the library. Any item that is determined to be damaged will be charged to the patron.

Ledyard Public Library cannot waive lost or overdue fees for materials belonging to other libraries in the LION system.

Maximum Fees

Patrons are blocked from checking out items if they have charges totaling \$25 or more. To restore access to their card, patrons can pay their lost and/or damaged item fees. Please contact the library to discuss the available payment methods.

Equipment and Usage Fees

There are fees for select services that are not tracked through a library card, including:

- Lost card replacement: \$1.00
- Printing and Copying: Black and white are \$0.10 a side. Color prints are \$0.50 a side.
- Faxing: \$1.00 per page, including cover page
- 3D Printing: \$0.10 per gram of filament used

Patrons may copy 3 pages from a reference source or newspaper, free of charge. There is no charge to youth copying out of reference books.

[Old document lists a ten-cent charge for scanning from the copier]