

Borrower Information and Circulation Policies

Library Cards

Anyone who is a Massachusetts resident or owns property in the state and can provide acceptable identification and proof of their current home address may apply for and receive a library card.

Examples of acceptable identification include:

- Driver's license with current address
- Massachusetts ID card
- School ID
- A combination of any photo ID card, and if that is lacking the current address*, documentation of the current address (examples – utility bill, eBill, imprinted bank check, official school schedule, etc.).

*A post office box or business address is not sufficient; a current residential address is required.

Patrons under the age of fourteen must have a parent or guardian sign the application for a library card.

Bay Path students are eligible for a library card. Students must supply a home address in addition to the local college address. All Bay Path student cards expire at the end of each academic year.

There is no charge for a library card.

Note: Storrs Library is a member of the CWMARS network. Materials at any member library may be borrowed using a card from any CWMARS library.

Out of State Registration Policy

As of November 19, 2020, all out-of-state card holders, including new registrations and re-registrations, will be assessed a \$35.00 biennial fee upon registration or renewal. *Note: A fee waiver may be applied under the following circumstances, provided proper documentation is presented:*

- Longmeadow taxpayers who present a copy of their current Longmeadow tax bill.
- Employees of the Town of Longmeadow who present a pay stub.
- Volunteers in a Longmeadow Town Department who bring in a note from their supervisor.
- Donors to Storrs Library and Friends of Storrs Library who have made a contribution of \$35.00 within the current fiscal year (July 1 – June 30). A receipt or cancelled check must be presented.

This policy applies mainly to Connecticut residents who live in close neighboring communities to Longmeadow or those who meet the requirement listed above. All requests for out-of-state privileges at the Storrs Library will be reviewed on a case-by-case basis.

Loan Periods

- Adult New Fiction and New Nonfiction, 14 days
- All Fiction and Nonfiction, 21 days
- All Periodicals, 7 days
- All Compact Discs, 21 days
- All Books on CD, 21 days
- All DVDs, 7 days
- Multimedia Kits, 14 days
- Museum and Park Passes, 2 days
- E-readers 21 days

Circulation Limits

Patrons are welcome to take out a total of 50 items system-wide. System-wide circulation of certain item types is limited as follows:

- DVDs, 20 per card
- Books on CD, 20 per card
- Compact Discs, 20 per card

Renewals

All items, except multimedia, electronic devices, museum and park passes, and certain interlibrary loan materials, may automatically renew once through the CW MARS network provided there are no outstanding requests for the renewal item. Renewal periods are:

- Adult New Fiction and New Nonfiction, 14 days
- All Fiction and Nonfiction, 21 days
- All Books on CD, 21 days
- All Compact Discs, 21 days
- All DVDs, 7 days

Holds

Many items may be reserved online or at the Reference Desk or Children's Services Information Desk. When the requested item arrives, the Library will notify patrons by email or telephone and retain the item for up to one week. Throughout the **COVID** pandemic, holds may be extended. The maximum number of holds on a patron's record at one time is 20.

Inter-library Loans

If Storrs Library does not have what you need, it can be requested from another library online or at the Reference Desk or Children's Information Desk.

Fines*

Due to the **COVID** pandemic, the Board of Trustees have decided to waive all overdue fines on materials owned by the Richard Salter Storrs Library, until at least December 31, 2021. If Library materials are lost, patrons will continue to be billed for replacement costs.

Patrons who are sixty (60) years or older are considered senior citizens and are exempt from overdue fines.

CW MARS established fine rates for libraries charging fines are:

- DVDs, \$1.00 per day per item to a maximum of \$5.00
- Books, \$0.10 per day per item to a maximum of \$3.00
- Paperbacks and Periodicals, \$0.10 per day per item to a maximum of \$1.00
- Compact Discs, \$0.10 per day per item to a maximum of \$3.00
- Books on CD, \$0.10 per day per item to a maximum of \$3.00
- eReaders, \$1.00 per day per item to a maximum of \$25.00

Replacement Fees:

Material lost or damaged will be assessed a replacement fee. Refunds will be given upon the return of materials in good condition within 2 weeks of payment.

*ADDITIONAL INFORMATION

FINES AND FEES POLICY - A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole. Patrons are encouraged to follow lending loan periods and return materials on time. Upon return of late items, you will not be charged fines, but may make a donation if you choose.

APPLICATION - This policy applies to Richard Salter Storrs owned materials only. Materials borrowed via other libraries may still be subject to fines.

REPLACEMENT COST FOR MATERIAL (SUBJECT TO ADJUSTMENT) -

Hardcover books \$20, Paperback books \$10, Board book \$10, Book pack \$80, Big book \$20, Magazines \$5, Kits \$40, Playaway \$40, Launchpad \$100, Kindle \$50-\$150, ChromeBook \$200, iPad \$300, Museum Pass \$100-\$250, Audiobooks \$30, Music CDs \$15, DVDs \$15

The above default replacement fees are most often used. When the exact price is considerably higher, the patron will be charged the exact price. Lost items are also assessed a \$2 processing fee. 3. The library will notify a patron 28 days after the items' due date. Notification is done through email or by postal mail depending on what the patron has selected as his/her notification option.