

Chelsea Public Library Circulation Policy

I. Library Accounts

- A. Individuals of all ages are welcome to register for a Chelsea Public Library (CPL) card account for free, regardless of residency, in order to borrow materials. Unless otherwise specified, the default card will list CPL as the home library with OneCard (regional) library privileges.
- B. Each patron must provide at least one method of contact (e.g. phone number, email address, mailing address, etc.) in order to register.
- C. A parent or guardian must accompany any child under the age of 16 registering for their own card.
- D. Use of the library card implies acceptance and adherence to all regulations of the CPL.
- E. Patrons are responsible for all materials checked out on their library card. Parents/Guardians are legally responsible for debts incurred by children less than 16 years of age.

II. Circulation

- A. Loan periods will be determined by the librarian in cooperation with the Board of Trustees.
- B. Certain items may be dedicated for in-library use only at the discretion of the Library Director.
- C. A patron may renew an item as long as another patron has not requested it.
- D. Patrons have one week to pick up an item placed on hold for them, unless specified below. After this time, items will be placed back in regular circulation.
- E. Holds may be placed on museum park passes up to one day in advance. No holds may be placed on chromebooks. Holds placed on other nontraditional items will be at the discretion of library staff and will not exceed up to one week in advance.
- F. Borrowing limits are per patron account as follows:
 1. Books: no limit
 2. Periodicals: 10 items
 3. DVDs/CDs: 10 items
 4. Nontraditional items: 5 items
- G. In order to share our resources, patrons can check out one of each of the following items at a time:
 1. Chromebook
 2. Museum park pass

III. Interlibrary loan

- A. We are a member of the statewide interlibrary loan courier system, and will submit requests on a patron's behalf if we don't own an item or our copy is unavailable.
- B. Due to high demand interlibrary loan request limits are per month as follows:

1. Individual patron account (age 16+): 10
 2. Family accounts (adults plus any children under age 16): 15
- C. Due dates for items received via interlibrary loan are determined by the issuing library. Renewals may be requested but are not guaranteed.
- D. Patrons have one week to pick up an interlibrary loan. After this time, items will be returned to the lending library.

IV. Overdues

- A. CPL will attempt to contact patrons regarding overdue materials.
- B. Fines are not charged for overdue materials, but borrowers will be billed for unreturned, damaged or lost materials per 22 V.S.A. § 111.
- C. If a reasonable replacement cost cannot be determined through the library's catalog system, the library director will determine the cost.
- D. When an item is eight weeks overdue, the patron's account is automatically restricted in Koha, the library's online catalog. The patron will not be able to renew items online, and it may prohibit access to other library apps, such as Overdrive or Libby.
- E. Patrons may not be allowed to borrow materials if their account has the following number of overdues:
1. Books: 15+
 2. DVDs/CDs: 5+
 3. Periodicals: 10+
 4. Nontraditional items: 3+
- F. Please see the Library Director to discuss options to reinstate library privileges.

V. Confidentiality & privacy

- A. All circulation records of the CPL will be kept confidential.
- B. Parents and guardians alone have the responsibility to monitor, guide, or restrict their child's reading or library use.
- C. Information about reserves and checkouts for patrons under age 16 will be given to parents without prior permission from the child.
- D. Any information regarding patron use, including the identity of an individual who borrows or uses any materials, resources, or services of the Library, may not be disclosed, with the following exceptions (VSA 22, Section 172):
1. To the individual who borrowed or used the materials, resources, or services in question;
 2. To persons acting within the scope of their duties in the administration of the Library;
 3. In response to a court order or warrant;
 4. To the custodial parent or guardian of a child under 16.
- E. Patron history can be removed at the patron's request, but the current status and the previous transaction will remain in the circulation records.
- F. The Library Director reserves the right to notify the Board of Trustees should any issues or requests regarding patron privacy arise.

Action	Date
Approved by the Board of Trustees	5/9/2022
Revised and approved by the Board of Trustees	5/8/2023
Revised and approved by the Board of Trustees	8/21/2023