

WESTFORD PUBLIC LIBRARY

CIRCULATION/OVERDUE POLICY

1. There is no age limit for anyone who would like to apply for a library card; however if a child is under 16 years of age, a parent/guardian must sign the application.
2. In order to apply for a library card, a patron must fill out an application, and show proof of residence in Westford. Non-resident applicants may require approval by the Board of Trustees.
3. If a patron does not have proof of residence, he/she may fill out an application, and their library card will be mailed to them within one week. For those patrons who must have their card mailed to them, adults are limited to checking out two items and children are limited to three items until the card is received.
4. Westford residents, regardless of age, will receive a library card that is part of the Homecard system. Homecard is a group of libraries in Chittenden County as well as several neighboring libraries. For more information on the Homecard system see <http://www.williston.lib.vt.us/index.php/component/content/article?id=96:homecard-library-program>. Non-Westford residents will receive a Westford ONLY library card, good only at the Westford Public Library.
5. There is no limit on the number of materials, whether by type or subject, that a patron may check out once a patron receives a library card. However, patrons with ten or more items overdue may not check out additional materials until the overdue items are returned or renewed.
6. Patrons may renew materials provided no one is waiting for the items. Materials may be renewed a maximum of two times. Museum and other attraction passes may not be renewed.
7. All materials except DVDs and museum passes have a three-week checkout period. DVDs are due one week after checkout. Museum and other attraction passes circulate for three days.
8. Patrons have one week to pick up a reserved item or an item that has been ordered through interlibrary loan. If the item has not been picked up in a week, and the patron has made no special arrangements, the item will be placed back in regular circulation or returned to the lending library.
9. If a patron has reserved an item that is overdue, the patron who has the item will be called and asked to return it.
10. The first overdue notice will be mailed or emailed two weeks after the materials are due. If necessary, two more notices will be sent, each at two-week intervals.
11. If an item is eight weeks overdue the overdue notice will include a bill and letter revoking borrowing privileges (including Homecard privileges). Privileges will remain revoked until the bill has been settled or materials have been returned.

12. If a bill is sent, the charges will reflect the current publisher's list price (or a predetermined amount set by the librarian) for each item that has not been returned.
13. If a member of a family who is under 16 years old has materials that are more than 8 weeks overdue, then the parents/guardians will have privileges revoked until the matter is settled.
14. Parents/Guardians are legally responsible for debts incurred by children under 16 years of age.
15. Patrons will be billed for items returned in unusable condition as determined by the librarian.
16. In the case of overdue materials from Homecard libraries, the circulation policy of the Westford Public Library will reflect that of the borrowing library. Therefore, a patron with restricted privileges at one Homecard library will have their Westford Public Library privileges revoked as well.
17. If a patron has been placed on the restricted patrons' list three times within a twelve month period or for nine months consecutively for overdues from Westford or any of the other Homecard libraries, that patron will lose Homecard privileges and will be restricted to Westford Public Library use for the period of one suspension-free year.
18. Patrons with ten or more overdue items from Homecard libraries will have borrowing privileges suspended.
19. In the case of overdue Interlibrary loan materials, a patron will have his or her privileges revoked after the second overdue notice (6 weeks) until the material in question is returned.