**ALDRICH PUBLIC LIBRARY**

 **Barre, Vermont 05641**

 **GENERAL POLICIES**

**Use of the library**

**Borrowers' cards**

In order to borrow materials from Aldrich Public Library, a person must be a registered borrower. Children in 8th grade and below become borrowers by having an adult sign a registration card for them. High school students and adults are issued adult borrowers' cards. Cards are available at no charge to anyone who can show proof that they live, own a business, or attend or work within a school in Barre. Barre residents without a permanent address may be issued a short-term card with a limit on how many items they can borrow at one time. Borrowers are legally responsible for the return in good condition of any materials borrowed on their card. A fee may be charged for replacement cards.

**Non-Resident Fee**

Library cards are available to persons not living or working in Barre City or Barre Town upon receipt of an annual fee no higher than the annual per capita tax contribution of City and Town residents. This fee entitles a person or a family to a non-resident card valid for one year from the date of issue. While borrowing privileges are available only to non-residents who pay the fee, other library services including programs and computer access are freely available to all.

**Library Rules**

Library materials are charged out for a basic period of three weeks, with the exception of new adult fiction, media, non-book items, and periodicals, which may circulate for shorter periods. There may be a limit on the total number of items loaned to a patron at one time. Reference books will usually not be loaned. Refer to the library’s Code of Conduct for rules regarding patron behavior and library use.

**Overdue charges and lost materials**

Library materials may be renewed by telephone, online, or in person. A fine is charged for all materials not renewed but kept beyond the due date. A maximum amount per item will be set. Patrons having overdue materials will be notified by mail, email, or telephone. After a time, a bill will be sent for items not returned. Persons having overdue fines beyond a certain limit or unpaid bills may be denied borrowing privileges until payment or partial payment is received or special arrangement is made with the library staff. Unpaid bills may be taken up in small claims court or turned over for collection.

**Confidentiality of library records**

All library records which identify the names and borrowing histories of library users shall be confidential. This information will not be made available to any person other than the named borrower or to any agency of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power. We will resist the issuance or enforcement of any such process, order, or subpoena until a proper showing of good cause has been made in a court of competent jurisdiction.

**Holidays and closures**

The library will be closed for holidays as determined in the employee contract. In the case of inclement weather, the library will follow school and City Hall closure practices and may close early or open late at the discretion of the director.

**Copying and Printing**

Reproducing materials may be done by patrons with assistance from library staff. We charge a fee per copy as posted. The copyright law of the US (Title 17 USC) governs the making of photocopies of copyrighted materials. The person using the library’s copying and printing equipment is liable for any infringement.

**Interlibrary Loan**

We encourage registered borrowers to make use the Interlibrary Loan network to borrow materials the library does not own. The library may limit the total number of interlibrary loan items a patron borrows at one time.

**Telephone**

Our courtesy telephone is available to the public for emergency use only. Calls must be local and brief. The librarian or staff member may reserve the right to place the call for the patron.

This policy is hereby approved for use and supersedes the policy effective October 11, 2017.

 Board of Trustees, Aldrich Public Library

 Effective October 11, 2017