

**Portland Library**  
**20 Freestone Avenue**  
**Portland, CT 06480**  
**860-342-6770**

## **Loan Policy**

The mission of the Portland Library loan policy is to provide library users with materials, and to encourage them to return the materials that they borrow in a timely manner so they will be available for others.

### **OVERDUE ITEMS**

Patrons are notified by mail or email of items which are overdue, according to an established schedule. If, after being notified, a patron still does not return overdue items the library sends the patron a replacement bill for the unreturned items. If the patron does not pay the replacement cost and the items remain overdue, the library reserves the right to pursue appropriate legal action. The patron's borrowing privileges are suspended until the billed items are returned or until the patron pays the replacement cost for the items.

Overdue fines are established by the Library Board as a way to encourage the timely return of materials. Fines are not charged to punish patrons nor to generate revenue. Fines vary according to the type of material borrowed. Library users are informed of the schedule of fines when they register for a library card. The schedule is also posted on the library website. Fines are not charged for days that the library is closed outside of its publicized schedule (e.g.: "snow day")

Patrons who owe \$10.00 or more in overdue fines have their borrowing privileges suspended and are unable to borrow more materials until the fine owed is less than the established amount.

### **LOST OR DAMAGED MATERIALS**

The care of library materials while on loan to a patron is the responsibility of the patron.

If material is lost while on loan to a patron, it is the responsibility of the patron to pay the replacement cost of the lost item.

If an item on loan to a patron is damaged so badly that the library determines the item is no longer fit for loan, the patron will be charged the replacement cost of the item. If the patron pays for a damaged item, s/he may keep the item after it is deleted from the database. If an item is no longer available for purchase, the patron will be charged the out of print price established for that type of material. The patron has the option of purchasing a new copy of the item and bringing it in. The patron is not charged for items that have worn out.

At the discretion of the Library Director, fines and fees may be waived when warranted.

Approved by the Library Board, September 17, 1998  
Revised December 20, 2001  
Revised June 16, 2005

### Lost or Damaged Materials Replacement Price List

#### *Out of print prices*

##### **Adult Materials**

Hardcover books and quality paperbacks \$30.00  
Mass market paperbacks \$8.00

##### **Children's Materials**

Hardcover books \$25.00  
Paperbacks \$5.00

**Magazines** cover price or \$5.00

**Videos** \$25.00

##### **Audio books**

Abridged \$30.00  
Unabridged \$75.00

**Cassettes** \$15.00

**CD's** \$20.00

**Book with tape** \$15.00

**Toy** \$25.00

*The patron has the option of purchasing and replacing the item for the Library.*

Approved by the Library Board

Revised, April 11, 1996

Revised January 16, 1997

Revised February 15, 2001

***Last updated 3/17/2011***