

Burnham Memorial Library
Colchester, VT

CIRCULATION POLICY

The Burnham Memorial Library maintains a collection of over 50,000 items including books and other materials in a variety of formats. Our lending policies are designed to help patrons of all ages to have access to the materials they want and to ensure the smooth operation of circulation services.

Library Cards

Colchester Residents:

All Colchester residents are entitled to a free library card from the Burnham Library. Card applicants must show a valid form of identification. Proof of residency must be provided within 30 days of applying for a library card, and patrons are permitted to check out materials during this time only from the Burnham Library. Acceptable forms of identification with a current street address include: driver's license; utility bill postmarked to current local address; local property tax receipt; bank check; letter from social service provider, etc. Post Office box numbers are not sufficient to show residency. All Colchester property owners, whether or not they are permanent residents, are eligible to get Burnham Library cards with proper identification. Failure to provide proof of residence within one month will prompt a review of the patron's borrowing privileges. Homecard borrowing privileges will be given once proof of residency is provided.

Children up to age 16 may have their own Burnham Library cards with a parent or legal guardian's signature on the registration form. The Library requires proper identification from the adult who signs the registration card giving permission for his/her child to borrow library materials.

A parent or legal guardian may choose to list on his/her own registration form the names of minor children, other members of the household, or aides who have permission to use the adult's name to borrow library materials. This takes the place of issuing cards directly to those individuals.

Minor children ages 16-17 can get a Burnham Library card without the signature of a parent or legal guardian. The Library requires formal patron identification, including but not limited to, a school id or state issued id.

Any patrons who are disabled and unable to come into the Library may have a library card issued in their name, and have immediate borrowing privileges, so long as the disabled patron's agent signs as a guarantor. A power of attorney and proof of residence must be provided within one month of the Library card being issued. The Library will conduct a review of the patron's borrowing privileges if the necessary documentation is

not provided in this timeframe. These requirements are intended to protect the confidentiality of all Library patrons, as required by Vermont law.

Reasonable accommodations will be provided to any individual with extenuating circumstance, including, but not limited to a disability or language limitation. These accommodations will provide equitable access to all library services.

Homecard Program

Patrons who hold a Burnham Library card may borrow materials from libraries in the area that participate in the Homecard program. Borrowers may be required to show their (valid) Burnham Library card when registering at other libraries and are subject to the rules and regulations of individual Homecard libraries, including fines and fees. Materials must be returned to the library from which they were borrowed.

Homecard Borrowers

Patrons who have borrowing privileges (without restriction) from a library that participates in the Homecard program can borrow materials from the Burnham Library. A valid “homecard” from the patron’s home library is required in order to be registered as a borrower of the Burnham Library. As a general rule, Burnham Library cannot accept expired cards from other Homecard libraries (though approval can sometimes be obtained over the phone).

Out-of-Town/Seasonal (Non-Homecard)

The Burnham Library offers free borrowing privileges to all Vermont residents. Borrowing privileges are also extended to some temporary residents of Colchester, including seasonal visitors and students. The Library will review all registrations submitted by temporary residents and will authorize borrowing on a case-by-case basis.

Patrons with Non-Homecard patron status may borrow from the Burnham Library’s in-house physical collection, but will not receive a library card; they are not eligible to participate in the Homecard program unless they are Colchester property owners.

Colchester property owners who are seasonal residents will be issued full borrowing privileges, including a Burnham Library card. This includes students who attend St. Michael’s College. For students, the expiration date should coincide with their expected graduation date. Additional contact information will be requested for all individuals who live outside of Colchester for any period of time during the year.

Individuals/families experiencing housing insecurity will be provided the same services as full-time residents. Accommodations will be made for proof of identification, as well as residency, and will be handled on a case by case basis.

Loan Period

Books—3 weeks
New Buys—2 weeks
Audio books/Playaways—2 weeks

Magazines—1 week
Movies & Music—2 weeks
Book Club Kits—6 weeks
Maker Club Kits—2 weeks
Institutional Passes—1 week
Launchpad/Wonderbook—2 weeks
Technology Equipment—3 days

Materials should be returned to the library or to a library book drop on or before the date due. Patrons should keep in mind that the Library charges overdue fines for technical equipment and institutional passes that are returned after the due date. Patrons may borrow *no more than seven* DVDs from the collection at any one time. Library staff has the right to set limits on numbers of materials borrowed in a single subject area. Materials from the Reference collections have limited circulation.

Renewals

All materials *except technical equipment, and institutional passes* may be renewed, as long as there are no “holds” waiting. Patrons may renew by visiting the library, by telephoning the library, by sending an email to burnhamlib@colchestervt.gov, or by logging into their account at <https://burnham.kohavt.org/cgi-bin/koha/opac-user.pl>. There is a limit of three renewals per item. After the renewal limit has been met the patron must return the item to the Library and wait a minimum of three business days before borrowing the same item again. The Library may choose to temporarily suspend renewals for materials in high demand.

Reserves/Holds

Patrons may place a “hold” on items that are currently checked out to other borrowers. The Library contacts patrons by telephone or email when “reserved” items become available. Patrons will receive a phone call and email alerting them that the item has been checked out to their account and is awaiting pick up near the front entryway.

Institutional passes may only be put on hold by Colchester residents aged 18 years or older and by one member of a household (or address) at a time. These items are only kept on reserve at the Adult Service desk for three days, as they are very popular and many have seasonal circulation periods.

Interlibrary Loan

Colchester residents may request materials that the Burnham Library does not own through the Interlibrary Loan service. Non-residents will be referred to their home library for Interlibrary Loan service. The Library cannot guarantee the arrival date of Interlibrary Loan materials. There is a limit of three requests per patron at one time. Failure to pick up items may result in a loss of privileges or a fine.

Overdue Materials

Burnham Library does not charge overdue fines for any materials except technical equipment and institutional passes. Fines for overdue tech equipment is \$1.00 per day. If the device is more than 28 days overdue the patron will be held responsible for the cost

(up to \$800.00) to replace the device. Fines for the book club kits are \$1.00 per day. If the kit is more than 28 days overdue the patron will be held responsible for the cost (up to \$150.00) to replace the kit. Fines for maker kits are \$0.50 per day. If the kit is more than 28 days overdue the patron will be held responsible for the cost (up to \$268.00) to replace the kit. Fines for passes are \$20.00 for the first day and \$5.00 each additional day. Fines for Launchpad devices are \$1.00 per day. If the device is more than 28 days overdue the patron will be held responsible for the cost (up to \$189.99) to replace the device. Payment plans may be set up at the discretion of the Library Director.

As a courtesy to patrons, the library sends reminder emails and text messages as item due dates approach. Once these due dates have passed, overdue notices will be sent as follows:

First Mailed Notice: one month following the due date

Phone Call: six weeks following due date

Bill Mailed: two months following the due date

Restricted Borrowing Status: two months following due date (for two or more items outstanding and/or fines or fees that total at least \$50.00)

In the event that a child's account is restricted, the accounts of the parents and siblings (who share the same residence) will temporarily lose Homecard privileges. They may also be limited to the number of items allowed for checkout. In the event that someone else in the household becomes restricted, all members of the family will be restricted.

In the event that an adult becomes restricted, his/her children may still borrow materials on their own accounts as long as the materials are for use by the child. In the event that someone else in the household becomes restricted, all members of the family will be restricted.

In the event that a patron is repeatedly restricted because of overdues or damaged items from any Homecard library, the Library Director may temporarily revoke their Homecard privileges until their account is again in good standing.

Lost and Damaged Materials

Materials from the library are the responsibility of the borrower. Patrons should return materials in the same condition as when borrowed. The library may assign charges for lost, damaged, or soiled materials.

Library borrowers will be asked to pay for library materials that are lost or damaged beyond repair. In most cases, borrowers will be charged the replacement cost of the item.

*When the replacement cost is not known, borrowers will be charged default fees as follows:

Adult hardback book - \$29.00
Adult paperback book (non-fiction) - \$23.00
Adult paperback book (fiction) - \$18.00
Adult mass market book - \$9.00
Adult/Children's/YA audiobook (compact disc) - \$7.00/CD
Adult Magazine: \$5.00
Children's/YA magazine - \$5.00
Adult, Children's/YA DVD (per disc) - \$20.00
Adult/Children's/YA music CD (per disc) - \$18.00
Children's/YA hardback book - \$20.00
Children's/YA paperback fiction book - \$13.00
Children's/YA paperback non-fiction book - \$16.00
Children's board book - \$8.00
DVD Liners - \$3.00
CD & DVD Cases - \$1.00
Audiobook Cases - \$6.00
Playaway battery covers - \$1.00
Book Club Kits - \$150.00
Maker kits- up to \$268.00
Wonderbooks- up to \$64.99
LaunchPads- up to \$189.99
Various Technology Equipment- up to \$800.00

The Library accepts payment in cash or personal checks, payable to: Burnham Memorial Library. It is up to the Library Director whether patrons owing fees for damaged materials will have their borrowing privileges restricted. The Library will reimburse payment for lost materials that are later located and returned in undamaged condition for up to 12 months after the due date. No refunds will be made after 12 months. The Library requests that patrons pay for materials rather than bringing a replacement copy of the item in question, unless other arrangements are made with the Circulation Librarian, Youth Services Librarian, or Library Director. Payment plans may be set up at the discretion of the Library Director.

In the event that the Burnham Library is billed by another Homestead library due to failure to return an item, Homestead status is revoked until the patron has reimbursed Burnham for all charges incurred and item(s) have been returned or replaced as necessary.

Library patrons who have \$50.00 or more in fines and/or charges assigned to their card will be restricted from further borrowing until the charges are paid or materials returned. The Library Director will send a letter to any patron who has reached \$100.00 in fines and/or charges requesting that restitution be made as soon as possible. If the Library does not receive a response within two weeks of the date of the letter, the matter may be turned over to the Colchester Police Department.

Lost Library Cards

Patrons should report any lost card to the Library as soon as possible. Library patrons are responsible for the safe return of all library materials checked out to their card and will want to avoid having materials checked out to a lost card.

Book Drops Available

For the convenience of Burnham Library patrons, there are four book drop locations available for the return of materials. Volunteers pick up materials to return to the library for check-in daily, Monday- Friday. Book drop locations are:

Main entrance of Burnham Library, 898 Main Street—Open 24 hours
Outside of Town Offices, 781 Blakely Road—Open 24 hours
Outside Walgreens Pharmacy, Prim Road—Open 24 hours
Near Josh's House, 162 Hegeman Avenue—Open 24 hours

The Library Director is the final arbitrator for all aspects of this policy.

Approved by the Burnham Memorial Library Board of Trustees: April 17, 2003

Revised: May 18, 2023