

# Responsible Danbury Library Card Ownership

- Borrowers are responsible for understanding the policies related to any library material they check out.
- Borrowers are responsible for knowing the date material is due and returning (or renewing) it promptly.
- Library card privileges are not transferable, and can only be utilized by the registered owner of the library card.

## Use of Your Library Card

Your library card is a very valuable item to have. When you sign the back of your card you are agreeing to be responsible for the card and its use.

You must have your card with you in order to check-out materials or use the computers.

- a. Your library card is your responsibility. You are the only authorized user and you are responsible for all materials checked out on your library card and for all charges associated with its use. If your fines total \$5.00 or more, your card will automatically be blocked from use. Please go to the Lending Services Desk to pay your fine.
- b. Each member of your family should have their own library card. Everyone is eligible for a card, from birth to 100+!
- c. Do not lend your card to anyone (even family members) – this is a violation of **Library Policy**.

## Lost or Stolen cards

It is your responsibility to report lost or stolen cards immediately. Protect your card as you would a credit card. A borrower is financially responsible for all material checked out using his/her card. Material may not be checked out for others.

**Parents/guardians are financially responsible for items checked out on cards belonging to borrowers under 18.**

Replacement charges are \$2.00 for an adult card, \$1.00 for children's card.

## What will I need to apply for a Library card?

**DANBURY ADULT RESIDENTS:** When applying for a Library card in person, you must show proof that you live in Danbury.

Only one form of identification is necessary if it is one of these current and unexpired forms of identification:

- Connecticut driver's license
- State of Connecticut ID card

If the identification types listed above are not available, you may provide any two of the following forms of identification -one must have a photo and the other your current address:

- Valid passport
- School ID card with photo
- Employee ID with photo
- Current month utility bill
- Mail postmarked within the past 30 days
- Lease or rent receipt (within past 60 days)
- Tax bill or receipt
- Valid car registration or car insurance

**CHILD'S CARD (birth to 13 years):** Any child who requests a library card will be issued one. The parents/guardians will be informed that their child has received a card by a letter mailed to the home.

**NON-DANBURY RESIDENT CARDS:** You will need your current hometown library card, a photo I.D. with your current residential address.

**OUT-OF-STATE CARDS:** You will need your current hometown library card, photo I.D. with your current residential address and \$120.00 annual fee.

**RESIDENTS OF HOMELESS SHELTERS/TEMPORARY HOUSING:** Individuals and families who are residents of a local homeless shelter or temporary housing must bring in a current letter from the shelter or housing facility and photo ID to obtain a 30-day card – this card will be issued for 30 days from DATE of the letter, not from the date that you bring the letter to the library. If you are still in a shelter or temporary housing after 30 days, you will need to repeat this process.

\*\*The Department of Motor Vehicles waives the fee for an ID for applicants of a homeless shelter who provide proof of residency from an authorized shelter in Connecticut. The Connecticut Identification Card Requirements and Application ([form B-230](#)) must be signed by an official from the shelter. Please check with the shelter coordinator and they can help you with this.

### **How often do I have to renew my card?**

Do not throw away your library card. You are not issued a new card; we update your current card.

Your Danbury Library Card expires after two years and must be renewed to ensure uninterrupted access to Library materials and services.

To Renew: Come into the library and present a current photo ID from the list above. If the address is the same on the ID and matches with the information in our database, then no further verification of address is necessary. If there is a change in the address, then further verification will be required by providing any of the supporting documentation listed above.

### **Book Return Box**

For the convenience of borrowers returning materials during hours the library is not open, a book return box is located curbside. Patrons who return their materials through the book return are responsible for the physical condition of the books until they are taken inside the library building.

### **Fines & Fees**

Late fees range from 10¢/day to \$1.00/day see fines table for details (or click here to be taken to fines). For information about late fees, renewal limits and number of items allowed for adult and juvenile cards, please refer to:

#### **[Danbury Library Loan Policy](#)**

Checkout periods are designed to maintain the Library's collections and provide equal access to all cardholders. Late fees are charged for overdue materials; please pay them as promptly as possible. You will not be able to borrow materials or use our computer services if your outstanding charges total \$5 or more.

Parents/guardians are responsible for items and fines accumulated on their child's card until they are 18. If a minor loses/damages an item and it is not paid for, the parent/guardian's card will be blocked from use until the item is paid for.

## **Renewing items**

Renew your items online, by phone or in-person. You may have an additional loan period if the item is not on hold.

See the “My Account” section to renew or reserve online. You must have a Danbury Library card to reserve items.

## **Care of Library Material**

Material must be returned in the same condition as when it was checked out. Borrowers may not write in books, turn down page corners, or use "post-it"-type notes/flags. Borrowers are financially responsible for damage that occurs while material is checked out to them. To protect themselves, borrowers who notice damage before checking out material should bring it to the attention of the Circulation Supervisor, who will note the damage and flag it for repair upon return. Borrowers are also financially responsible for material that is lost or stolen while checked out to them, so checked out items should never be left unattended.

Please refer to the [Danbury Library Replacement Policy](#).

Borrowers are responsible for fines resulting from un-received or un-read mail or email. Therefore, you must keep the library updated with your current addresses

Library cardholders are limited to the maximum number of each type of material charged out at any given time. Fines are imposed for overdue materials. Lost materials are billed to the library cardholder at replacement cost and a \$5.00 service fee is included for each lost item.

Lost materials fees are refunded if materials are returned within 30 days of payment. Processing fees are not refunded.

Items damaged beyond repair will be charged at replacement cost (see the [Danbury Library Replacement Policy](#)).

Borrowers who continually lose or damage library materials may risk losing their library privileges.

## **What happens when library materials are overdue?**

- If a customer is signed up for email notification, they will receive an overdue notice **15 days after the due date**.

- **After 45 days Past Due:** You are sent a bill for the replacement cost of the item(s) via email or postal mail. Return item(s) and owe only overdue fines. Maximum overdue fines are generally under \$5.00 per item.
- **After 70 days Past Due:** The library may begin legal action to collect the debt.

***The Danbury Library is not responsible for any damage a CD or DVD may cause to the borrower's equipment.***

05/24/16