



Public Library of New London Policies

Registration for Library Cards:

- Individuals qualify for a resident library card if they can prove residence within New London.
- Out-of-state individuals may qualify for a non-resident library card for an annual fee of \$10.00.
- College students who can prove residence in New London will be issued a resident library card good from September 1 to June 1.

Identification for Library Cards:

Adults (age 14 and older) applying for a library card must show any one of the following:

- A current valid driver's license or Connecticut State I.D. card; or a social security card with any official document with name and address, such as a lease or utility bills.
- Children (under 14 years of age) must be able to print their names and must have their parents provide identification and proof of residence and countersign their application forms. Children may borrow two print items from the Adult Collection at a time.
- Students must show their local college or Academy identification card.

Registration Period:

- The registration period for resident library cards is two years.
- Students are registered from September 1 to June 1 of the academic year.
- The registration period for non-resident library cards is one year.
- Cardholders may lose their library privileges if their accounts are delinquent.

Circulation of Library Materials:

Library materials circulate for the following periods:

- VHS videotapes and DVDs: seven days.
- Instructional videotapes: seven days.
- Magazines, pamphlets, new fiction, new non-fiction, compact discs, and records: fourteen days.
- Older fiction and non-fiction: twenty-eight days

Fines:

- A charge of \$2.00 per day is made for all overdue videotapes, DVDs, compact discs, and museum passes.
- A charge of \$0.10 per day is made for all other overdue adult materials.
- A charge of \$0.05 per day is made for all other overdue children's materials.

Maximum fines are:

- For videotapes, DVDs, compact discs, and museum passes: \$10.00.
- For other adult books and magazines: \$2.00 if returned within four weeks of the due date, or \$4.00 if returned more than four weeks after the due date.
- For other children's materials: \$1.00.
 - iv. A replacement charge will be made for all materials either lost or destroyed by the cardholder. The actual cost of replacement will be determined by the actual cost of the new replacement item, plus any shipping, handling, or package costs, or by the cost indicated in the item record, or as listed in **Books In Print**, or by the material cost of the item.

(Adopted by the Library Board of Trustees - June 28, 1994; Revised - October 16, 2001)

Library Code of Conduct:

The Public Library of New London will maintain an environment that is attractive, comfortable, and conducive to learning, enjoyment, and a free exchange of ideas.

To meet those ends the library prohibits:

- Physically or verbally abusive behavior.
- Sleeping in the library.
- Loud voices or disruptive behavior, including loitering or inappropriate sexual behavior.
- The usage of cellular/digital telephones in the library.
- Destruction or defacing of library property and/or the property of patrons.
- Incidents will be handled at the discretion of the library commensurate with the amount of damage. Minors found damaging property will have their guardians contacted. Police will be notified when extensive damage occurs.
- Smoking on library grounds.
- Food or beverages in any part of the library.
- Usage of the restroom for unconventional purposes. Bathing, shampooing, and the washing of laundry are strictly prohibited. Use of restrooms is limited to one person at a time, with the exception of a parent or guardian accompanying children or persons with disabilities.
- Patrons entering nonpublic library areas unless specifically asked and escorted by library staff.
- Leaving children under twelve years of age unattended in the library without adult supervision.
- Persons who fail to comply with this code will be asked to leave the library. Police will be notified if necessary.

(Adopted by the Library Board of Trustees - May 15, 2001; Revised October 17, 2006)

Internet Usage Rules and Procedures

The Public Library of New London offers to the public the resources of the Internet, including the World Wide Web and e-mail functions. These services provide our patrons with the latest technology in order to meet their informational needs. In order to manage these resources in a manner that will maximize the public's satisfaction with this service, we request compliance with the following rules and procedures:

- Internet users must have a valid library card. Please present your card to the librarian at the Information Desk. Exceptions may be considered for visitors to the community.
- Patrons under 18 years of age are required to present a signed parental consent form. These forms may be obtained at the Information Desk.
- Users must sign up for Internet use at the Information Desk. Internet use is limited to 30-minute blocks; the maximum amount of time per day is one and one-half hours.
- The cost of printing is \$.10 per page. You may obtain your copies at the Information Desk where the printer is located. You will be charged for every copy you print, so use discretion when printing and select your printing options carefully.
- Library staff time to train patrons in the use of basic computer functions is limited: therefore, patrons should have basic computer skills.
- Patrons are asked to conform to the library's computer format. For example, do not add icons, change default pages, or attempt to run personal software or files on the computer. If the computer is not working properly, bring it to the reference librarian's attention.
- The Internet offers global access to many databases with few controls. Users are advised to question the validity of the source and accuracy of Internet information. At the same time, patrons are asked to avoid objectionable or disruptive materials that are not appropriate in a public library environment.
- Misuse or abuse of the Internet technology and/or these rules and procedures will result in suspension of Internet privileges.

(Adopted by the Library Board of Trustees – June 18, 2002)