

Circulation Policy

1. Library materials acquired within the prior six months may be borrowed for a period of two weeks. New items may be renewed only once **and** only if no patron has placed a reserve.
2. Library materials acquired more than six months ago may be borrowed for two weeks and may be renewed up to three times provided no patron has placed a reserve.

Overdue Policy

The following steps will be taken in order to retrieve overdue books.

1. If an overdue item has been placed on reserve by another patron, a library employee will attempt to make phone contact on the next business day following the item's due date.
2. A library employee will attempt to make contact with a patron by phone when an item is two weeks overdue. These attempts will continue for up to two weeks until phone contact has been successful.
3. In the event that phone contact has not been established within two weeks of the initial attempt **or** phone contact has been made, but the item(s) is still missing two weeks after that contact, a letter will be sent requesting the return of the material **and** the patron's borrowing privileges will be revoked until the item(s) have been returned and/or a payment arrangement has been made for replacement cost. At the librarian's discretion, the patron may have limited borrowing privileges reinstated while making payments.
4. If no response is received following the initial letter, additional letters may be sent every month until the missing item(s) have been returned and/or full payment has been received. Meanwhile, the patron's borrowing privileges remain suspended.
5. After 12 months, the library will consider taking legal action to collect replacement costs for the item(s).

Approved by the Stratford Public Library Board of Trustees
March 13, 2015