

**BILL MEMORIAL LIBRARY**  
**240 MONUMENT STREET, GROTON CT 06340**  
**860-445-0392                      www.billmemorial.org**

**CIRCULATION POLICY**

1. Library cards will be issued to Groton residents only, upon proof of identity (photo ID such as a driver's license, military ID, school ID) and Groton residence (Groton address on your driver's license, mail that lists your Groton address). A parent must sign for children under age 14. Responsibility for children's reading and viewing materials rests with their parents and legal guardians.
2. Temporary library cards: a patron who lives in Groton temporarily, lives in another state, or who does not have a card from another Connecticut library may be issued a temporary BML card for use only at the Bill Memorial Library. The card will read "For Bill Memorial Library Use Only." Temporary cards require a \$25 deposit refundable when the card is surrendered providing there are no outstanding materials or fees. The fee for a temporary card may be waived with permission from the library director.
3. The library loans materials to Groton residents who hold BML library cards. Patrons with valid library cards from Groton Public Library, Mystic & Noank Library, and Waterford Library may borrow from Bill Memorial without registering, as these libraries share the same online circulation system. Patrons with a valid library card from any other Connecticut library may borrow materials from the Bill Memorial by filling out a short registration form and presenting their card from their home library and a photo ID.
4. Materials available for loan include books, magazines, audiobooks, DVDs, musical CDs, museum passes, tablets, and e-readers. Patrons with a Bill Memorial Library card are eligible to borrow downloadable e-books and audiobooks through Overdrive.
5. Circulation:
  - a. Books circulate for 3 weeks.
  - b. DVDs circulate for 7 days.
  - c. Museum passes circulate for 2 days.
  - d. E-readers circulate for 1 week.
  - e. Tablets are for use in the library only.
6. DVDs: Patrons may borrow up to 3 DVDs per household. DVDs cannot be reserved or renewed.
7. Books, audiobooks, musical CDs and magazines may be renewed by telephone, by email, online, or in person, unless an item is reserved for another patron. Items may be renewed a maximum of two times.
8. Patrons may place holds on certain items from Bill Memorial, Groton Public Library, Mystic & Noank Library, and Waterford Library through our shared online catalog (<http://www.seconnlib.org/>). Exceptions are DVDs, museum passes, and books/audiobooks that are less than 6 months from publication. Patrons will be notified by phone or email when the item is available. Items on hold will be held for 7 days, after which the hold is cancelled and the next person on the list is notified.
9. Items not returned by closing of the due date stamped are considered overdue and a fine will accrue at the rate of ten cents per item per day of operation. DVDs will incur a late fee of \$2 per day of operation, museum passes incur a late fee of \$5 per day. Patrons are liable for the replacement cost of materials that are lost or damaged.
10. Items returned after hours can be left in the book return in the front entryway. DVDs are not to be left in the book return but can be inserted through the slot in the front door.
11. There will be a maximum fine of \$5 per item for returned books and \$10 per DVD for returned DVDs. Borrowing privileges may be suspended until fines are paid.