

**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, audiobooks, DVDs, musical CDs, and museum passes. 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.
6. Books, audiobooks, DVDs and musical CDs may be renewed by telephone, by email, online, or in person, unless an item is reserved for another patron. Items can be renewed by a patron once online, but may request that staff extend the renewal period provided the item is owned by Bill Memorial Library and there are no hold requests on the item. Museum passes cannot be renewed and items owned by other libraries cannot be renewed more than once.
7. Patrons may place holds on certain items from Bill Memorial, Groton Public Library, Mystic & Noank Library, and Waterford Library through our shared online catalog ([https://wgpl.ent.sirsi.net/client/en\\_US/billmemorial](https://wgpl.ent.sirsi.net/client/en_US/billmemorial)), accessible through the BML website ([billmemorial.org](http://billmemorial.org)). Exceptions are museum passes and books 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.
8. Bill Memorial Library and the other Groton Libraries are fine-free. Overdue fines will not be charged for materials from those libraries that are returned past the due date. (Note that Waterford does charge overdue fines for some materials.) Patrons are still responsible for the replacement cost of materials that are lost or damaged. Patrons may be barred until these fees are paid.
9. Library materials returned after hours can be left in the blue book return bin in the parking lot. DVDs, audiobooks and museum passes must go in the separate A/V slot in the book return bin to prevent damage.