

Bridgton Public Library

BORROWING AND CIRCULATION POLICY

1. **Scope.** The Bridgton Public Library (the Library) issues Library Cards free of charge to residents and non-residents of Bridgton. Proof of identity by valid photo ID is required. A documented current address is required by one of the following:

- a. Tax receipt
- b. Rent receipt
- c. Mail address to and received at your current address

2. **Patron Privileges.**

a. Persons who are 5 - 11 years of age and have a Library Card, you can check out up to five items and, with your parent or guardian sitting with you, use the computers.

b. Persons 12 - 17 years of age can check out up to 10 items and use the computers with your guardian's or parent's permission slip, and your guardian or parent does not need to stay with you.

c. Persons 18 years of age and older have unlimited book checkout and computer use privileges provided your account is in good standing.

3. **Circulation.**

a. Books, audios, DVD's and periodicals circulate for two weeks and may be renewed up to three times if no one is waiting for the item. Renewals may be made by phone, email, via the online catalog or in person.

b. The Library's collection also has special items with separate circulation rules, including museum passes and a telescope. More information is available at the Main or Youth Services Desks.

4. **Overdue Items.** We do not charge fines for overdue items, but patrons are expected to return items on time or, if desired to renew one or more items, to do so when they are due. Reminders will be sent if an item is more than 14 days overdue. After 30 days, borrowing privileges will be suspended until the item is returned or replacement payment has been arranged.