



Library Card Registration & Lending Policies

Library Card Registration Policy

Library cards are issued free of charge.

The Groton Free Public Library respects the right of privacy of all its patrons regarding the use of this Library. Library records are protected under Vermont Statute, Title 22, Chapter 4, Sections 171-173.

All borrowers are responsible for materials checked out on their cards. A parent or legal guardian's signature is required for patrons under 12 years old. The parent/guardian assumes responsibility for materials borrowed on the card. Abuse of materials, disorderly behavior, and other interference with Library operations may result in immediate suspension or withdrawal of Library privileges at the discretion of the Library Director. If a card is lost or stolen, please call 802.584.3358 to report it.

Lending Policy

The total item checkout limit is 20.

Loan Periods & Renewals

The default loan period for items is three weeks. Items will automatically renew up to five times, as long as they are not on hold for another cardholder. The loan period for digital collections and non-standard formats (devices, equipment, etc.) varies. Attraction Passes cannot be renewed. Patrons will be notified by email or phone of upcoming due dates.

The Groton Free Public Library does not impose late fees.

Never Returned and Damaged Items

Lost materials must be paid for or returned before the patron can check out any more materials. If a library item is judged by the Librarian to be damaged and unsuitable for the collection, replacement cost will be requested of the patron. Current replacement value will be requested for any lost or damaged materials (\$5.00 minimum).

Blocked or Suspended Cards

Groton Free Public Library cardholders who have more than three items that have not been returned by their due date will have their borrowing privileges blocked until the overdue items are returned or reduced below three.

Service Fees

B & W Photocopying & Printing are complimentary. Should you have a print or copy job that is in excess of 20 pages, there will be a fee set by the Library Director.

Other Parameters

The Library Director may set all other circulation parameters and modify existing parameters as the Library Director deems necessary.

Date Adopted by Board	Summary of Action
July 11, 2024	Policy name updated from Appendix B Circulation Policy to Library Card Registration and Lending Policy. Library Card Registration Form removed from Policy.
December 2021	Updated "Appendix B"