

Circulation Policies

The circulation policies of the E.C. Scranton Memorial Library (Library) exist to facilitate the Library's mission by outlining guidelines for community access to the materials and information in the Library's collection.

Confidentiality of Circulation Records

Circulation and registration information is kept confidential by the library. A patron may see his or her own circulation records only. See Confidentiality of Library Records Policy.

Library Cards

Madison residents may obtain library cards free of charge from the Scranton Library by bringing in proof of residency showing their name and current street address such as a current piece of mail or other document (examples: utility bill; mortgage or lease; personal check). Children under 12 years of age must have a parent or guardian present when applying for a card. Scranton Library cards must be renewed every three years. A current Connecticut public library card can be used in all public libraries in the state. If you are a resident of another town in Connecticut, bring in a valid library card from your current home town and ID to be registered in our library system.

Responsibility

A library user is responsible for all materials checked out on his/her card or the cards of children under 12 years of age for whom she/he has assumed responsibility. If a user allows others to borrow materials using his/her card, those materials are the responsibility of the card owner.

Loan Periods

- DVDs - 7 days
- New Books / Bestsellers - 14 days
- Items in our "Library of Things" (Ex. telescopes, binoculars, chess sets) – 7 days
- Books, CDs, Magazines - 21 days

Most items will be renewed automatically twice unless there is a hold on them. If we have an email address on file for you, a courtesy notice is emailed two days before an item is due with notification of due date or automatic renewals. Notices regarding replacement fees are emailed and mailed three (3) weeks after an item is due. It is the patron's responsibility to keep track of any and all items checked out on their card and their due dates. Patrons are encouraged to either view their records online through the library's website/catalog or call the library if they need help.

Overdue Fines

The Scranton Library no longer charges overdue fines. However, replacement costs for lost items must still be paid. ***Note that this policy applies to Scranton Library items only. Overdue items belonging to another LION library will follow that particular library's lending and fine policies.***

Lost and damaged items

You are responsible for all materials borrowed on your library card. To retain your borrowing privileges, you will need to pay the full replacement cost of any lost or damaged item.

Reserving library materials

Patrons may reserve a book or other item that is not immediately available. Reserves are honored in the order taken. Upon the book's availability, the patron will be notified by telephone, email, or text and the item will be held for seven days. If the item is not picked up after seven days, the hold will be cancelled and given to the next person or returned to the owning library.

Returning Items

Items can be returned when the library is open or closed. Items can be returned at the main circulation desk or to the children's room when the library is open. Items can be returned in the external book return slot located next to the parking lot at any time.

Generally, materials borrowed from the Scranton Library may be returned at any other public library in Connecticut. Conversely, materials borrowed from other public libraries may be returned to Scranton Library.

Approved by the Library Board of Trustees on 9/21/2020.