



## Lending and Non-Resident Borrowing Policy

Effective Date: January 21, 2015

<b>I. POLICY OVERVIEW/DESCRIPTION</b>
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Kellogg-Hubbard Library maintains a lending period and fine schedule in order to ensure that books and other materials remain in circulation and available to patrons. Fines and borrowing periods will be determined by the library administration.

All residents of the member towns (Berlin, Calais, East Montpelier, Middlesex, Montpelier and Worcester) receive free library membership upon showing identification and proof of residency. Persons who own a business, are engaged as an educator, or study at a public k-12 school in our member towns also eligible for a free library membership. Persons who live outside of the member towns may purchase an annual library membership, the fee to be determined on an annual basis. Library administrators may establish limited, temporary library cards for other service populations in accordance with the Library's mission.

Date	Revision #	Modification
2020-3-18	2.0	Adds information about additional patron types.
2017-04-19	1.0	Adds information about resident and non-resident borrowers.
2015-01-21	0.0	New policy approved by Kellogg-Hubbard Library Board of Trustees, replaces any previous Fine and Check-out Structure Policies.