



Borrowing Guidelines

Who can have a library card?

Shelburne Residents

Residents can get a free library card with proof of address (e.g., license, lease, utility bill). Cards are valid for 2 years. Children aged 5-11 can register with a parent/guardian's signature and financial responsibility. Teens aged 12-17 can register for their own library card.

Non-Residents

Non-residents who do not live in Homecard Library communities may receive a **courtesy card** under certain conditions, but not interlibrary loan access. Cards expire annually.

Courtesy cards are available to:

- Shelburne town employees
- Teachers at Shelburne Community School (classroom use only)
- Employees of Shelburne non-profits/businesses
- Pierson Library volunteers

Others may buy a **non-resident card** for \$35/year if not eligible for a courtesy card or if their library does not participate in Homecard Library System.

Institutions & Businesses

Shelburne businesses can apply for an **institutional card**, valid for 1 year. They must assume responsibility for borrowed items and designate authorized users.

Temporary Residents

Temporary accounts (no card issued) are available with proof of short-term residency in Shelburne.

- Max loan: 3 items
- Valid up to 6 months
- No Homecard borrowing privileges

Card Benefits

Your card grants access to a total of 60 physical items at one time per card.

Loan Periods & Fees

Media Type	Loan Period	Late Fines	Replacement Fee for Lost or Damaged Items*	Borrowing Limits
Audiobooks	21 days	Fine Free	Cost of item	
Books	21 days	Fine Free	Cost of items	
Book Club Sets	56 days	Fine Free	Cost of item	
DVDs	7 days	Fine Free	Cost of item	
Magazines	21 days	Fine Free	Cost of item	
Museum Passes	1 day	Fine Free	Cost of item	1
New Books	14 days	Fine Free	Cost of item	
Tryables	7 days	Fine Free	Cost of item	3
Vinyl Records	7 days	Fine Free	Cost of item	6

** While there are no late fines on physical materials, patrons are responsible for returning materials. If an item is not returned within 60 days after the final due date it will be considered lost, and the full amount of the item will be reflected in the patron's account as a fee. If the item is returned in good condition, the fee will be removed. In cases involving significant amounts of unreturned materials, the library may refer the matter to the appropriate authorities, in accordance with state law (22 V.S.A. § 111).*

Renewing Materials

Most items, except for those with holds or Tryables, will be automatically renewed once.

You may renew library materials a second time:

- In person at the library
- By phone at (802) 985-5124
- By email at circulation@shelburnevt.org

Hold

You may reserve items online or by calling the library. We'll let you know when the item you requested is available for pickup.

Hold placed online are pulled within two days if the item is available. Want it sooner? Call the library and we'll happily pull it for you.

Returning Materials

Items may be returned to any service desk. Our outside book return next to the library's west entrance is available 24 hours a day.

Lost or Damaged Items

A cardholder is responsible for all materials checked out on their library card. Parents are responsible for items checked out by their children ages 11 and younger.

The charge for lost or damaged materials is the value of the item, plus any applicable fees. Charges for overdue, lost or damaged materials will result in a loss of borrowing privileges.

Lost or Stolen Cards

Report loss or theft of a card promptly to avoid its unauthorized use; the cardholder is responsible until the loss is reported. Report lost cards by calling (802) 985-5124.

Change of Address

To change the address and phone number on your account, call (802) 985-5124.

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