



Circulation Policy

To register for a card you must

- Show a picture ID and complete a registration form.
- Children under 13 must have a parent or legal guardian sign for them and show a picture ID in order to register for a card.
- Children 13 to 17 must show a picture ID or have a parent or guardian show a picture ID in order to register for a card.
- Pay a non-resident fee of \$10.00/year if you do not live in Fairfield County.
- Any member of the SCLENDS Consortium may utilize all features of the Fairfield County Library (FCL).
- Maximum items out on first checkout: 5 books and 2 DVDs/Videos.

To check out materials you must

- Present your library card or a picture ID.
- Not have any lost items on your card.
- Not owe more than \$10.00 in fines or fees.
- Patrons must be 18 or over to check out DVDs or videos.
- Renew your card every two years.

Loan times for materials are

- 21 days for books, audiobooks, music, CDs, and paperbacks.
- 7 days for DVDs.
- 7 days for books in demand and magazines.
- All materials have a maximum of 2 renewals (unless there is a hold on the item) whether in person, by phone, or online.

Fines and Fees

- No daily fines on any materials
- Overdue materials will be designated lost after six weeks and a replacement fee charged.
- Lost card replacement fee is \$1.00.
- Guest passes are available for computer use for \$.25.
- If any patron owes more than \$10 on his account, he may purchase a guest pass for \$.25 and have his fine reduced by \$.25.
- Members of SCLENDS, other than FCL members, must pay fines in excess of \$10 to their home library. Fines less than \$10 may be paid at the FCL.

Other Information

- Maximum holds per card: 10
- Maximum number of DVDs out per card: 10
- Maximum items out on first checkout: 5 books and 2 DVDs
- Maximum total number of items out per card: 30
- Maximum total number of items out per teacher card: 50

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