



## **Circulation Policy**

**The following circulation policy changes will be effective on December 7, 2009:**

### **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.
- 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 three 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 except DVDs
- DVD fines will be \$.50 per day per item, with a maximum of \$5.00 per item.
- 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 out-of-county guests for \$.50.
- If any patron owes more than \$10 on his account, he may purchase a guest pass for \$.50 and have his fine reduced by \$.50.

### **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