

**Enfield Public Library
Policies and Procedures**

Library Borrowing Policy

Obtaining a Library Card

Town of Enfield residents can obtain a FREE Enfield Public Library Card by visiting the circulation desk with a state issued photo ID and proof of residence (if the address on the I.D. is not current).

An unexpired public library card can be used at any public library in Connecticut.

Out of State residents can inquire at the circulation desk about a limited access library card.

Loan Periods

To borrow items from the library, patrons must present a valid library card or a picture ID.

Most library materials may be checked out of the library for a period of 21 days, with some exceptions.

Museum passes circulate for 1 day

Entertainment DVDs and BLU-Rays circulate for 7 days

Express books circulate for 7 days

Seasonal items (lawn games, snowshoes, snow toys) circulate for 7 days

E-Readers and tablets circulate for 14 days

Items will renew automatically one time, as long as no one is waiting for them, with the exception of express books, museum passes, and out-of-system interlibrary loans.

Overdue Charges

Unless specifically prohibited, items can be returned to any public library in Connecticut. Most of our items do not accrue fines. The exceptions are listed below.

The rates for overdue library materials are:

\$0.05 a day for books borrowed from outside of our library consortium

\$1.00 a day for DVDs borrowed from outside of our library consortium, express books, and seasonal items

\$5.00 a day for museum passes

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Lost and Damaged Items

When any library material is either lost or damaged beyond usability, that patron to whom the material is charged holds sole responsibility for the replacement of the item. Payment must be made in full. The library does not accept donations (even of the same item) as replacement.

Fines and replacement fees may be paid in person (by cash or check) or online from home. Simply login to your account and click on Fines and Fees in the left-hand column.