

Enfield Public Library

Circulation Policy

The mission of the Enfield Public Library is to be a focal point of the Enfield community by providing all residents and community members with a variety of resources and activities that educate, enrich, and entertain. The objective of the Circulation Policy for the Library is to explain the conditions under which materials from the collection of the Library are circulated. All library cardholders will be treated equally regarding access to library materials. No restrictions will be imposed based on the type of card held by the patron (teacher, student, etc.)

Who May Borrow Materials

Any resident in the towns that make up the Mascoma School District (Enfield, Canaan, Grafton, Dorchester, and Orange) may obtain a free library card upon proof of street address. Proof of address may be in the form of a valid driver's license, received and USPO-cancelled mail, rent receipts, utility bills, tax receipts, or any such items showing the applicant's name and street address.

Teachers in the Mascoma Schools (Enfield Village School, Indian River School, and Mascoma Valley Regional High School) will be issued a free card regardless of residency.

Non-resident Cards:

Those who do not qualify for any of the above may purchase non-resident library cards. Non-resident cards expire after one (1) year. Annual fees for cards are:

\$15 senior (60+); \$20 individual; \$25 family

Children and Teens

Children (ages 5-11) must be accompanied by a parent or legal guardian in order to obtain a card. The parent/legal guardian must sign for the child and assume financial responsibility for materials borrowed on the card. The parents/guardians must present ID (as above). Young Adults (ages 12-17) assume financial responsibility for materials borrowed on their cards. They must present either a photo ID, class schedule, paystub/bill/mail, or student ID form filled out by the school.

Lost or Damaged Items

Any patron who has lost or damaged an item will be expected to reimburse the Library for the cost of replacement. The Library does not charge the cardholder for damage due to normal use.

Overdue Items

Patrons returning items past their due date will be charged a fine. Fines are charged on overdue materials for each day the Library is open, according to the current fine schedule. There is a one (1) day grace period, and fines will not be charged for any weekday on which the Library is unexpectedly closed for the day. *Please see the Fines and Fees Policy for additional information.*

Loan Period and Fine Schedule

Books, audio books, CDs, and magazines circulate for three (3) weeks; \$0.05/day overdue. No checkout limit. DVDs circulate for one (1) week; \$1.00/day overdue. Checkout limit is three (3) per household. Museum Passes circulate for three (3) days; \$10.00/day overdue

Renewals and Reserves

Renewals and reservations of materials may be done in person or over the phone. Cardholders may not check out an item that another patron has reserved. Popular items with holds may not be renewed at the discretion of the Library Staff.