



LIBRARY CARD POLICY

The Fairview Public Library uses Four County Library System (4CLS) bar coded cards for circulation of all library materials. In order to receive a card from the Fairview, a patron must:

1. Be a resident of the Town of Middletown (or be a tax payer in the Town of Middletown).
2. Be in possession of a photo I.D. with their address on it, or, if no photo I.D. is available, must produce another form of I.D. and proof of address (ie, electric bill) (unless the staff person has genuine knowledge of the applicant).
3. Parents (or guardians) of children under 18 can apply for cards for family members must sign their children's library card application and are responsible for any items their children borrow from the library.
4. One card per person.
5. There are no card fees, if a patron loses a card we replace the lost card for a \$1.00 fee per card.
6. Patrons must supply their own pin numbers.
7. Patrons are limited to 2 new books from the Fairview per card.
8. Patrons are allowed to borrow 3 items at a time for the first three months; afterwards they may borrow 20 items, excluding DVDs and CDs.
9. Patrons are limited to borrowing 2 DVD's at a time.
10. Book loan period is three weeks, DVD and CD loan period is one week, no renewal.
11. Cards are non-transferable between family members. To check out materials, each patron must have his/her own card (except pre-school children) and cannot use a family member's card. Only parents and legal guardians (including relatives acting on behalf of the parents or guardian) can check out items for their pre-school children.
12. Patrons must inform the library of changes in their phone number or address.
13. Patrons are responsible for paying for all fines and returning all materials.
14. Borrowing privileges will be suspended if materials are not returned and/or fines are not paid.
15. Fairview does not assess fines, but Fairview is responsible for other 4CLS library materials that are returned late. Fairview patrons will be responsible for those fines.
16. Fairview asks patrons to contribute 10¢ per day for each book (audio or paper) that is overdue and \$0.50 per day for DVD.
17. Seasonal residents
 - a. If you are a seasonal resident, and do not own property in the Town of Middletown, the following fees and rules apply:
 - i. Two pieces of identification-- one with a local address*, and one with a permanent address. *If local address is not available, we will telephone to verify address.
 - ii. Annual non-resident fee of \$20.00 per person.
 - iii. Use is restricted to Fairview Public Library
 - iv. One (1) Interlibrary Loan/hold is permitted at a time.
 - v. Limit of 10 materials (including a limit of 2 DVDs checked out at a time)