Circulation Policy

Library Cards:

• Suffield Residents: Residents of the Town of Suffield may obtain a library card by presenting identification showing their name and local address (license, utility bill, etc.). Children under 13 will need to be accompanied by a parent or legal guardian to apply for a card. There is no waiting period for a library card.

• Residents of Other CT Towns: Connecticut residents from other towns, with a current library card from their hometown library, are entitled to all of the borrowing privileges that Suffield residents enjoy.

• Out-of-State Residents: Borrowing privileges may be extended to out-of-state residents, with a current id. A provisional, one-year card can be issued, but is kept at the circulation desk. Connecticut public library cards are valid at all Connecticut public libraries for Connecticut residents only.

• Teachers: Teachers in Suffield public schools may obtain a fine-exempt library card for the academic year to be used only for materials for classroom purposes. These cards are kept at the circulation desk.

• Suffield Academy: Suffield Academy students with valid Connecticut library cards may use those cards at the library. Students from out of state or from other countries may be granted provisional cards for use at this library only. These cards are valid through the school year and may be renewed annually while the student remains at the Academy. The anticipated year of graduation should be written at the top of the registration card. All other Academy personnel are entitled to use of the library as residents or as out-of-town residents, depending upon where they live.

Circulating Material:

Patrons are welcome to borrow up to 99 items. Due to the popularity of our audio-video material, borrowers will be limited to 10 DVDs per borrower.

Loan Period:

- Videos/DVDs, and Express Books circulate for one week.
- Museum passes are due back at the Library by 10:00 am the next day.
- All other material may be taken out for three weeks.

Renewals:

Generally, patrons may renew material belonging to the Kent Memorial Public Library by phone, via the on-line catalog, or in person for an additional loan period if there are no outstanding requests on the material and the renewal limit has not been exceeded.

Museum Passes:

Museum passes can be reserved at the Circulation desk. They may be reserved four weeks in advance.

Only one pass may be taken out per day per patron.

Reserves/Holds:

Patrons are welcome to reserve library materials in person, by phone, or by using our on-line catalog. When the item requested comes in, you will be notified either by phone, e-mail, or text message.

Fines:

The Kent Memorial Library does charge fines for late material. Late museum passes will also accrue a charge.

Lost or Damaged Material:

Patrons will be charged for any material marked as ‘lost’ on the patron’s account. Staff may offer Patrons the opportunity to replace the lost item with a new item. Charges for lost items are not refundable if the items are later returned.

Lost Library Cards:

Report lost cards immediately! Patrons are responsible for all materials taken out on their cards prior to reporting the card as lost. There is a fee for replacement of a lost card.