

Obtaining an East Hampton Public Library Card

To obtain an East Hampton Public Library card, you must present proof of local residence. Cards are valid for 3 years; a charge to replace a lost card may apply. School-age children may obtain a library card provided a parent is present and shows their valid East Hampton Library card. ID options for resident school-age youth are also available; as are options for non-resident borrowers who would like to borrow in East Hampton.

Borrowing Materials

Present your library card to borrow. Most materials may be checked out for 28 days. If no one is waiting for the 28-day item you borrowed; it may be renewed for an additional 14 days. New or in-demand books are checked out for 14 days and may be renewed for 7 days; provided no one is waiting. Most DVDs and VHS videos circulate for 7 days and may not be renewed.

Returning Materials

Return inside the library or to an outdoor drop box [book or video] located curbside nearest the library's entryway doors. Materials borrowed at the East Hampton Public Library may also be returned to any other CT public library, using the state-sponsored C-CAR interlibrary delivery program.

Overdue Materials

If you happen to return materials late, a fine of 10 cents per day for most items will be charged, up to a maximum of \$10 per item. Late fines are \$2 per day for most DVDs, up to a maximum of \$10; and \$2 flat per VHS title. If you accumulate fines of \$10 or more; we may suspend borrowing until the fine is paid. Fines for late items returned in an outdoor drop box or not paid at time of return will be added to your record for payment at a later date.

Reserves and Interlibrary Loans

If we own an item but it is checked out, you can place a reserve request; reserve requests are filled in the order received. We will phone you when the item is available and hold the item for 7 days. You can place reserves in person, over the phone or via our online catalog using your library barcode and pin numbers.

If we don't own an item you're looking for, link to the statewide *ReQuest* catalog via our catalog; and place an interlibrary loan request. You will be notified when your request is filled; in the same way as a local request. In some cases, we will opt to buy the item you requested and add it our collection; so you and others benefit from the addition.

Lost or Damaged Materials

If you lose an item, or damage an item so it cannot be returned to circulation; the library will charge current replacement cost; which includes the cost of re-processing the replacement. Charges for lost or damaged items are non-refundable.