Circulation Policy

Adopted: 11/17
Revised: 10/26
Approved by: Library Board of Trustees

The Fenton Free Library is a member of the Four County Library System (4CLS). Your library card entities you to borrow materials from our Fenton Free Library as well as any library in Broome, Chenango, Delaware or Otsego Counties.

*Policies regarding loan periods, fines, renewals, etc. vary depending on the individual library.

A. CARD POLICY

A library card may be obtained by presenting photographic identification and confirmation of current address. Children who are five may receive a card. A parent or legal guardian must confirm their names and addresses using their own identification. A full legal name and current mailing address must be on file for cardholders of all ages.

If applicant is under 17 years of age, then a parent or guardian must provide proof of identification and address and sign the library application.

All New York residents are eligible to register for a library card as long as their reciprocal borrowing privileges have not been suspended through any of the libraries in the Four County System. As members of the Four County Systems Network, Fenton adheres to the 4CLS policy of issuing only one library card per person for use at all public libraries in the network.

Please present your library card when checking out materials. We take your right to privacy (See Patron Privacy Policy) very seriously; therefore, we require that you use only your own card. In order to pick up a hold for someone else, you must have their library card in hand.

Please notify the library immediately of any loss of your card and notify us of any change in address, telephone or email.

** Any item borrowed prior to reporting your card lost or stolen is the card holder's responsibility. A replacement card may be issued as long as there are not outstanding fines or materials.

** A $3.00 fee may be charged to replace a patron's borrower card.

B. BORROWING POLICY

a. Books and Audiobooks can be checked out for 3 weeks.
b. DVDs may be checked out for 1 week.
c. For your convenience, books can be renewed over the phone during library hours or online at 4cls.org 24/7.
d. During off hours, books can be returned by using the drop box located on the Chenango Street side of the building.

* Patrons with overdue materials of $5.00 or more will be denied borrowing privileges at the discretion of the Director.