Welcome
To the
Enfield Public Library

Congratulations on your new library card! With this one card, a whole world of ideas, information and entertainment is at your fingertips. With our downloadable eBooks, eAudiobooks and research databases, the library is available to you around the clock.

Not only will you have access to all of the resources of the Enfield Public Library, your library card can be used at any public library in Connecticut.

Libraries have always been a big part of my life. I fondly remember going to my local library outside of Pittsburgh as a child. I could not get enough dinosaur books. Over the years, my tastes and interests have changed, but I never stopped using the library. Now, I find myself bringing my son to the library so he can pick out his own dinosaur books. I hope that this library card will allow the Enfield Public Library to play as important a role in your life as so many libraries have played in mine.

Jason Neely
Library Director
May I borrow materials when I apply for my card?
Yes. You may take out as many materials as you wish when you receive your card. You will have full borrowing privileges, so please come back and visit us. Remember – it is your responsibility to return materials on time so that others may enjoy them.

What items may I borrow?
The library has a wide variety of materials for you to borrow including books, eBooks, audiobooks, eAudiobooks, magazines, CDs, DVDs, musical instruments and museum passes.

For how long may I borrow materials?
Books, magazines, musical instruments, audiobooks, CDs and non-fiction DVDs may be taken out for three weeks. Feature film DVDs and Enfield Express books are loaned for one week and museum passes for one day.

May I renew items I’ve borrowed?
Most items are renewable once, if no other patron is waiting for them. However, museum passes and Enfield Express books cannot be renewed. Items can be renewed online at www.enfieldpubliclibrary.org

May I return materials at any other library location?
Almost always, yes, BUT it is better to return items to where you borrowed them so we can return these popular items to the shelves as quickly as possible. Some items, such as museum passes and musical instruments, must be returned to the Enfield Central Library. Also, please keep in mind that you are responsible for the items until they reach their home library.

What are the rules for using the book drops?
The book drops are open 24 hours, 7 days per week. Remember - you are responsible for all items returned in the book drop.

May I borrow materials without my card?
Yes, BUT we discourage this practice in order to protect your library card privileges and keep any lines at the circulation desk moving. However, you will be required to show a picture ID, again to protect your library card privileges. Also, for your protection, do not lend your library card to anyone else – you are responsible for any materials charged to your card.

What are the fines for overdue materials?
Fines for books, audio books, magazines and CDs are $.05 per day with a maximum fine of $1.00 per item. DVDs and Enfield Express books have a $1.00 per day fine with a maximum fine of $5.00 per item. Musical Instruments have a fine of $1.00 per day with a maximum fine of $20.00. Museum passes have a fine of $5.00 per day with a maximum fine of $35.00.

What if materials I borrowed are extremely overdue?
Don’t panic. You won’t have to pay thousands of dollars. The maximum fine for DVDs is $5.00 per item, for all other items, except as noted above, the maximum fine is $1.00. When $10.00 in total fines add up, you will be unable to use your library card. After paying these charges, you can begin enjoying the library again.

What if I lose or damage library materials?
All materials charged out on your card are your responsibility. If you have any questions about lost materials, please bring the overdue notice to the library so that we may research it. To retain your borrowing privileges, you will be required to pay for the replacement of each item. If you find the materials within 60 days, present your receipt for a refund.

How do I place a hold on library materials?
You may phone the reserve line at 860-763-7556 and leave a message, place a hold via the library’s online catalog at www.enfieldpubliclibrary.org, or simply visit the circulation desk and we will be happy to assist you.

What do I do if my library card is lost or stolen?
Notify the library immediately. As with a credit card, you are responsible for all materials borrowed with your card until you notify the library. There is a nominal replacement fee for the card.

What if I am moving?
If you are planning to move within town, let us know your new address as soon as possible. If you are moving out of town, please let us know so we can adjust the computer records. You will then want to register in your new town.

Why are overdue library materials such a problem?
When you keep library materials out beyond their due date, other people lose the services for which they too have paid. Our problem is unique. We are the only organization in Enfield, public or private, that shares everything we have with everyone. It’s our business and it’s what we love about our profession. But, keeping track of our inventory, notifying delinquent borrowers and replacing long-overdue materials eats up time and your money. We should be using our limited resources to assist you and your family, providing new and exciting services and keeping the shelves filled with the latest materials.

What does it really cost?
That book under your bed or in your locker may have $30.95 stamped on the cover, but it will cost us more than $65.00 to replace it or track it down. Think about it: $65.00 we could be spending on new materials and information services is disappearing into a huge hole dug by overdue materials. By returning your materials on time you are doing yourselves and your community a big favor.