

Fairfield Public Library
1080 Old Post Road *
Fairfield, CT 06824
(203) 256-3161

Fairfield Woods Branch Library
1147 Fairfield Woods Road *
Fairfield, CT 06825
(203) 255-7327



Little Learners Circle Time Totes (LLCTT) Procedures and Signature Form

- Totes are available to Fairfield Residents and Fairfield Town Employees only.
- **ONLY ADULTS** are eligible to borrow the Little Learner Circle Time Totes. Adults must use their current Fairfield Public Library card.
- **ONE TOTE PER FAMILY** or institution may be borrowed at a time.
- Totes are available on a walk-in basis only. No advanced reservations are taken. No renewals are allowed. Holds are allowed to be placed on totes that are currently checked out.
- The Little Learner Circle Time Totes are available for a TWO-week loan period.
- There is an overdue charge of \$1.00 per day, payable upon return of the tote, for every day the tote is late.
- The tote must be returned to the Children's Desk at the library from which it was borrowed before closing time on the day the pass is due. **IF THE TOTE IS NOT RETURNED DIRECTLY TO THE CHILDREN'S DESK STAFF, THE CARD HOLDER WILL BE CHARGED A \$5.00 HANDLING FEE.**
- A staff member will go through the items in the tote bag with you to make sure all materials are intact. Please allow extra time for this and do not return bags within 15 minutes of the library closing time.
- If the tote is lost while checked out on your card, you are responsible for up to a \$200.00 replacement fee.
- Please teach children in your care to treat materials in the tote bags gently and carefully.
- **UNDER NO CIRCUMSTANCES SHOULD THIS Tote Bag BE RETURNED IN THE BOOK DROP OR VIDEO DROP.**

My signature below confirms that I have read and agree to the conditions stated on this form. I also agree to return this packet with all its contents - including ALL fingerplays and Master copies for Handouts. I also agree to return this Tote Bag to the location where I picked it up: (Fairfield Woods or Main Library – Children's)

Signature _____ Date _____

Name (please print) _____ Phone _____

Address _____ Town _____

Patron Barcode _____ If Town employee, which department _____

LLCTT Name _____ LLCTT Number # _____

Little Learners Circle Time Totes are available due to a generous donation from the Friends of the Fairfield Public Library.