

Library Cards and Circulation of Materials

1.0 GENERAL

The Lindenhurst Memorial Library Board of Trustees establishes policies and procedures for library card eligibility, length of loan period, renewals, reserves, and fines associated with borrowed materials. The Library is a member of the Suffolk Cooperative Library System (SCLS) and follows the Resource Sharing Code as established by SCLS and its member libraries.

2.0 Library Card Account

Lindenhurst Memorial Library issues and renews three-year library cards without charge to any resident and/or non-resident taxpayer of the Lindenhurst School District, provided proof of identification and residence is shown. Application requirements include:

- a. Proof of residence in the Lindenhurst School District with photo ID:
 - a. current NYS Driver's License OR
 - b. Current Government issued picture ID with name and address;

OR TWO current printed items from the following that show address:

1. current automobile registration
 2. voter registration post card
 3. auto insurance policy
 4. utility bill
 5. credit card statement
 6. bank statement
 7. lease
 8. tax bill
- b. proof of payment of Lindenhurst School District tax levy by non-resident taxpayer applicant;
 - c. membership for applicants under 18 years of age also requires the in person signature on the application of the parent/guardian who accepts legal responsibility. Parent/guardians may choose to issue a child under 18 years of age an adult library card, which allows youth to check out movies and video games from the adult collection.

Library card accounts may be frozen by the Library for non-payment of fees totaling \$10.00 or more. Borrowing privileges may be restricted or withdrawn due to account abuse as determined by the Director or the Director's designee. All appeals will be heard by the Board of Trustees at the next regularly scheduled board meeting.

A fee of \$1.00 will be charged for the replacement of a lost library card or a library card damaged as a result of cardholder negligence. Replacement cards will only be issued once the previous card is free of fees and overdue items.

Parents/caregivers may choose to provide minors under the age of 18 with a full access library card (full access youth cards exclude museum passes, hotspots, launchpads, starlings, and streaming devices from being borrowed.) At the time of library card

application, a parent/caregiver will choose between this full access library card, or a restricted youth card, which allows the user to only borrow materials from the children's department.

2.1 **Teacher and Business Owner Cards**

One year library cards may be issued to the following categories of users:

- a. Teachers and other employees of the Lindenhurst School District upon proof of employment in the School District
- b. Individuals who own a business within the boundaries of the Lindenhurst School District, upon proof of ownership.

2.2 **Temporary Residents**

Library privileges may be extended to temporary, non-taxpaying Lindenhurst residents for a three-month period, with a statement of responsibility signed by the person's host. This card is available to guests of resident taxpayers only.

2.3 **Homebound Residents**

Residents who are unable to physically come to the library due to a temporary or permanent physical condition are able to borrow the following materials through our Library by Mail program: all books, circulating magazines, and feature film and non-fiction DVDS with a 7 or 21 day loan period. No overdue fees will be charged. Notices of delinquent items will be made by telephone. Regular loan periods apply. Library card applications and renewals may be applied for by mail, provided that all regulations regarding the application for a library card applies to Homebound Residents as well.

The following sections refer to the borrowing, circulation, and return of library materials:

2.4 **Loan Periods:** Patrons may borrow materials according to the following loan periods:

New feature film DVDs and Museum Passes circulate for **3 days**.

New Fiction books, periodicals, feature films, compact discs, launchpads, streaming devices, auto repair manuals and test preparation books circulate for a period of **7 days**.

Books, non-fiction DVDs, Inter-Library Loans (ILL) (to/from non-SCLS libraries) Wi-Fi mobile hotspots, and multimedia kits circulate for a period of **21 days**.

ILL from other Partnership of Automated Libraries in Suffolk (PALS) adhere to the Lending Library's loan and renewal period, and overdue charges, according to PALS policy.

E-books circulate for specified loan periods determined by the different e-book providers (Overdrive, 3M). Library patrons have the ability to choose the loan period that suits their individual needs. E-books are returned automatically at the end of the

chosen loan period.

Reference books and current issues of periodicals are for in library use only.

2.5 **Holds Placed**

Users with valid Lindenhurst Memorial Library cards may place materials on hold. Library staff will contact patrons to alert them when an item they have on hold is available to be picked up. Once contacted, patrons will have three days to pick up the item. After that time, the item will go to the next patron on the list or back on the shelf.

2.6 **Renewals**

Most materials are eligible for auto-renewal, up to six times. Patrons will receive notification by text or email when items are renewed, according to the preference(s) indicated by the patron. Materials that are on hold may not be renewed, and Museum Passes, Hotspots, and streaming devices cannot be renewed.

3.3 **Overdue & Lost Charges**

Youth library accounts will not be charged late fees on materials. Lost or damaged item fees will still apply to all library accounts, including youth accounts.

Materials will be considered overdue if they have not been returned or renewed by the established due date. In certain cases, where special circumstances warrant, the Library Director or their designee, may waive a fee. All fees that are waived will be documented in the patron's library card account. Materials will continue to accrue a fine until they are either renewed, returned, or reported lost. Whether or not to accept a patron provided replacement copy of an item is at the discretion of the Library Director or their designee, and will be made based on the current needs of the library collection.

In the event of an emergency closing, fines will not be accrued for the time period of the above mentioned closing. An emergency closing, however, does not preclude other penalties or prevent the library from taking any other action under the law.

The Library may commence legal action at its discretion in order to retrieve overdue items or payment of fines. Refund requests for lost and paid materials are limited to thirty (30) days after lost item payment. Inter Library Loans accrue fines based on the fee schedule of lending library.

Overdue Lindenhurst Memorial Library materials accrue fines at the following rates:

<u>Item</u>	<u>Per Day</u>	<u>Maximum</u>	<u>Lost/Damaged</u>
New DVDs and Video games	\$ 1.00	\$ 10.00	item cost + fine
Books and DVDS	\$.05	\$ 5.00	item cost + fine
Periodicals	\$.05	\$ 1.00	item cost + fine
Compact Discs	\$.05	\$ 5.00	item cost + fine

Museum Pass	\$ 10.00	\$100.00	item cost + fine
Launch Pad	\$ 1.00	\$ 20.00	item cost + fine
Play-Away	\$.05	\$ 5.00	item cost + fine
Streaming Device	\$ 1.00	\$ 20.00	item cost + fine
Starling Word Counter	\$ 1.00	\$ 20.00	item cost + fine
WiFi Mobile HotSpot	\$10.00	\$ 100.00	item cost + fine

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