

## Library Cards and Circulation of Materials

Library cards are issued at no charge to persons aged newborn and above residing within the Lindenhurst Union Free School District including:

- Non-resident property owners
- Local business owners ( for use at LML Library only)
- Educators in the LUFSD schools (for use at LML Library only)

A library card entitles its owner to all services of the Lindenhurst Memorial Library in addition to borrowing privileges at any other Suffolk County Library either through an in-person visit to the library, or a request to have an item delivered to the Lindenhurst Library for pick up.

1. A library card is valid for three (3) years.
2. A library cardholder's rights and privileges are non-transferable.
3. A library card (physical or digital app) must be presented when borrowing library materials. If a cardholder does not present his/her library card, a driver's license or valid school ID are acceptable forms of identification.
4. Library cardholders are responsible for all materials borrowed and services obtained with their library cards. The signature on an application is to serve as an agreement to abide by all library policies.
5. A parent or legal guardian must accompany a minor child (under 18) at the time of initial application and renewal.
6. Proof of address (residence) is required at the time of initial application and renewal. Possession of a post office box in Lindenhurst is not sufficient proof of residency.
7. **ONE** of the following are acceptable forms of proof of address for an initial application:

**\*note: All ID must be current. Expired IDs are not accepted.**

- a. NYS driver's license or DMV issued photo ID card
  - b. Utility, mortgage, or tax bill, dated within 30 days and with an address within the boundaries of the LUFSD
  - c. Lindenhurst school ID or college/university ID (under 18 only)
8. **Non-Resident/Property Owners** (library card is good for one year and then requires renewal)
    - a. NYS driver's license or DMV issued photo ID card **AND**
    - b. a current tax bill with property address in the Lindenhurst School District.
  9. **Teachers and Business Owners** (library card is good for one year and then requires renewal)

- a. NYS driver's license or DMV issued photo ID card **AND**
- b. Utility, mortgage, or tax bill, dated within 30 days **AND**
- c. A Lease or tax bill to show that the business is located within the Lindenhurst School District boundaries **OR** proof of employment with the LUFSD (paystub or current ID card)

#### **10. Vulnerable Adults**

- a. Adults aged 21 and above who reside in a group home within the boundaries of the LUFSD, may apply for a library card. If the adult applying for a library card is unable to sign his/her name and/or be the responsible party for the items, and if a parent/guardian is not available to sign the application, then the group home supervisor may sign as the guardian, making the agency the responsible party for lost or damaged items on the account.

11. Library card **RENEWALS** require one piece of identification with a current address. A parent/guardian must accompany a minor child (under 18) when renewing a card.

#### **12. Homebound Residents**

- a. Residents who are unable to physically come to the Library due to a temporary or permanent condition are able to borrow all books, circulating magazines, and feature film and non-fiction DVDs with a 7 or 21-day loan period, through our Library by Mail Program. No overdue fees are charged, however, regular loan rules apply. Patrons must complete a Library by Mail application, separate from a library card application.

13. If a library cardholder should either lose his/her card or have the card stolen, they must notify the Library as soon as possible so a notation may be made in their record. Replacement cost is \$1.00.

14. At its discretion, the Library may limit the number of items borrowed, and/or the number of holds placed on one library card.

15. Materials borrowed from other libraries in Suffolk and/or Nassau County are to adhere to the lending library's loan and renewal period, and any overdue charges that occur, in accordance with PALS (Partnership of Automated Libraries in Suffolk) and LILINK (Long Island Link) dictates.

#### **16. Holds (placing items on reserve)**

- a. Most materials can be placed on hold using your library card barcode number. When an item on hold becomes available, users will receive an email notification. If you do not pick up the item(s) within the stated timeframe, (typically 7 days, with some items having a five-day pick-up) the item will be released to the next person on the hold list, or returned to the shelf.

## 17. Auto Renewal of Materials

- a. Most items are eligible for “auto-renewal”. You will receive an email notification when items are renewed. Items that are on hold by another user, cannot be renewed. New DVDs, Museum Passes and WIFI Hotspots are not eligible for renewal.

## 18. Replacement Costs and Fees

- a. The Trustees of the Lindenhurst Memorial Library promote access to materials by all community members, and accordingly have eliminated overdue late fees on the majority of materials. Museum Passes and WIFI Hotspots still have late fees assessed daily until the item is returned and checked in by staff.

Library users are however, responsible to pay any replacement costs for lost, stolen, or damaged items checked out on their library card account. The Library Director or his/her designee, may waive a fee. Waived fees are documented in the library card account of the user.

The Library does not accept patron-supplied replacement copies for items damaged or lost. The Library reserves the right to commence legal action in order to retrieve long overdue items or payments for lost or damaged materials.

Refund requests for lost and paid materials are limited to thirty (30) days after a lost item payment was made.

Revised and Adopted:	June 20, 1996
Amended and Reaffirmed:	December 12, 1996
Amended and Reaffirmed:	March 20, 1997
Amended and Reaffirmed:	December 18, 1997
Amended and Reaffirmed:	May 20, 1999
Amended and Reaffirmed:	February 17, 2000
Amended and Reaffirmed:	March 23, 2000
Amended and Reaffirmed:	June 22, 2000
Amended and Reaffirmed:	October 19, 2000
Amended and Reaffirmed:	September 20, 2001
Amended and Reaffirmed:	October 25, 2001
Amended and Reaffirmed:	February 28, 2002
Amended and Reaffirmed:	April 14, 2005
Amended and Reaffirmed:	May 18, 2005
Amended and Reaffirmed:	November 17, 2005
Amended and Reaffirmed:	December 20, 2007
Amended and Reaffirmed:	September 24, 2016
Amended and Reaffirmed:	July 8, 2017
Amended and Reaffirmed:	April 25, 2018
Amended and Reaffirmed:	August 15, 2018
Amended and Reaffirmed:	December 19, 2020



**All information must be included in order to issue a card, including email and phone number.**

*(Application is kept on file for 3 years after card expires or is inactive, per NYS Retention and Disposition of Library Records Law/Policy)* **DATE:** \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/Zipcode \_\_\_\_\_

Email \_\_\_\_\_ Phone:cell \_\_ or landline\_\_ (check one) \_\_\_\_\_

Birthdate: (00/00/0000) \_\_\_\_\_ if student: current grade in school: \_\_\_\_\_

You will receive an email for: items on hold ready for pickup; due date slips; or when items are late (overdue). If you want a phone call (only for hold notifications ) in addition to an email, check here: \_\_\_\_\_. You can log into your library account and choose to receive text messages for items on hold and/or approaching their due date and/or overdue. **By signing this application, you are agreeing to the following:**

- I agree to pay lost or damaged fees for any library materials checked out to this account.
- I understand overdue fees are only charged on higher end materials, like museum passes or WiFi hotspots, and agree to pay such fees for any overdue items checked out to this account.
- I understand it is my responsibility to contact the Library if my library card is lost or stolen.
- If I am signing as the parent/guardian of a minor child (under 18) or vulnerable adult, I understand that I am responsible for all lost or damaged fees charged to my child’s library account.
- If I am signing as the parent/guardian of a minor child (under 18), I understand that the Library has an open access policy to its materials and information sources, and does not restrict access to items, or limit access to the Internet (except in accordance with the Children’s Internet Protection Act, CIPA). I accept responsibility for deciding materials, both print and online, that are appropriate for my child, and that library staff will not restrict access to materials. **If you do NOT want your child to have a full access library card, (access to adult materials both print and online, with the exception of: museum passes and WIFI hotspots) check here: \_\_\_\_\_.** **Your child will have a limited access library card that only allows them to borrow material from the children’s department, including children’s DVDs and video games.**

**Applicant’s Signature:** \_\_\_\_\_

**Parent/Guardian Signature (if applicable)** \_\_\_\_\_

**Print Parent/Guardian Name (if applicable):** \_\_\_\_\_

\_\_\_\_ Proof of ID/Residency

\_\_\_\_ Resident – 3 year expiration

    \_\_\_\_ Full Access Card

    \_\_\_\_ Limited Access (Child) Card

    \_\_\_\_ Vulnerable Adult Card

\_\_\_\_ Teacher/Business Owner – 1 year

PALS Database (CHECK ONE)

\_\_\_\_ NEW Card, not in database

\_\_\_\_ Link cards (FAMILY)

Transferred from \_\_\_\_\_

BARCODE \_\_\_\_\_

Clerk Initials: \_\_\_\_\_