

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 adequate proof of identification and residence is shown. Application requirements include:

- a. An official photo ID, and proof of residence in the Lindenhurst School District, such as a current utility 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 signature on the application of the parent/guardian who accepts legal responsibility.

Library card accounts may be frozen by the Library for non-payment of fees. Borrowing privileges may be restricted or withdrawn due to account abuse as determined by the Director or the Director's designee. Patrons may appeal the suspension of their accounts to the Director or the Director's designee.

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.

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 Books 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. In order to qualify for this program, certification by a doctor, social worker, nurse, or teacher validating the patron's inability to come to the library must be submitted along with the application for the Books by Mail program.

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, 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) 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

Materials may be renewed for an additional loan period provided the materials are not on hold for another patron. Materials may be renewed online, by telephone, or in person. Museum Passes may not be renewed.

3.3 Overdue & Lost Charges

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 ninety (90) 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	\$1.00	\$10.00	item cost + fine
Books and DVDS	\$.05	\$ 5.00	item cost + fine
Periodicals	\$.05	\$ 1.00	item cost + fine
Multimedia kits	\$1.00	\$10.00	item cost + fine
Compact Discs	\$.05	\$5.00	item cost + fine
Museum Pass	\$10.00	\$20.00	item cost + fine
Launch Pads	\$1.00	\$20.00	item cost + fine

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