

# **Patron Services Department Policy**

## **For Library Cards & Circulating Materials**

Approved by board on 4-16-20

### **1. Library Cards**

A.) In order for district residents to borrow materials from the South Country Library, a person must obtain a South Country library card in-person or online through the library website, and present it at the Patron Services desk at the time of loan transactions. Library cards are valid for 2 years, at which time they must be renewed in-person or online.

B.) In order to obtain or renew a library card, a person must be at least 18 years of age, agree to accept full financial responsibility for all library materials charged out on their card, and provide photo identification plus one or more forms of official address verification.

C.) Parents or guardians of children under the age of 18 may obtain a card in their child's name. The parent/guardian must agree to oversee the child's use of the library and accept full financial responsibility for all materials charged out on the child's card. A parent/guardian photo ID and address verification are required.

D.) Library cards will also be issued to individuals working in the library district with appropriate proof (see next section, "Verification of Address", section C).

### **2. Verification of Address**

A.) Applicants for library cards must provide a photo ID and verification of their physical address. Any of the following items imprinted with both the applicant's name and address will be accepted as form of official address verification:

- A current New York Driver's License, ID card, student ID or work ID
- A current rent or lease agreement
- A current utility bill
- A current voter registration card
- A current renter's homeowner's or car insurance policy
- A current property tax statement
- Checks with an address imprinted on the face of the check
- Bellport Village Identification Card

B.) If a person is eighteen or over and does not have one of the official forms of address verification listed above but is able to provide a photo ID and a recently postmarked envelope mailed to them at their address, we will issue them a card. We can also mail you a postcard for verification.

C.) In order for individuals working in the library district to obtain a card, they must provide an ID as well as a pay stub or other documentation proving they are employed in the district.

D.) Library cardholders are required to inform the library of any change to their address, phone number or email address. The library reserves the right to request patrons re-verify their address at any time.

### **3. Lost Library Cards**

Patrons who lose their library card may obtain a replacement card for a fee. Replacement cards will only be issued to the original library card applicant. A child's replacement card will only be issued to the parent or guardian who accepted financial responsibility for the original card.

### **4. Borrowing of Items**

With the exception of the “library of things” collection (which may only be checked out by patrons 18 and over), all patrons with a library card in good standing, regardless of age, may take out any item available for circulation at the South Country Library. Parents/guardians may restrict their children from using the Internet or checking out movies/video games by indicating that restriction on the library card application.

### **5. Borrowing Limits**

Loan periods, limits and other restrictions on the circulation of library materials are established and modified as necessary by library administrators or their designees based on such factors as demand, format, physical condition or value of the material.

Patrons may check out a total of 50 items.

There is a checkout limit on the following items:

Total DVDs: 15

New DVDs: 5

“Lucky Day” books: 1

### **6. Fines, Fees & Other Charges**

A.) The Board of Trustees establishes the fees for replacement cards, overdue fines and processing fees for lost and damaged materials. The only library items that accrue overdue fines are DVDs, “Lucky Day” books, museum passes, video games and “library of things” items. The rest of the collection is fine-free.

B.) Patrons will be asked to pay any overdue fees due at the time the materials are returned. If they are unable to pay at that time, the fee will be added to their library card account. Each time a patron desires to check materials out of the library, staff will alert them if they have fees on their accounts. Once a patron exceeds \$15.00 worth of fees on their library card account, they will be prevented from checking out items until they have brought their fees back below \$15.00.

In certain cases, where special circumstances warrant, a library administrator or Patron Services supervisor may waive a fine or fee.

C.) Patrons will receive a written notice of their overdue or billed items by regular mail or by email (if the patron has supplied the library with an email address).

D.) If a patron loses, damages or fails to return items, they will be charged a materials fee. That fee will equal the cost of having the item repurchased and reprocessed. If the item is one the library cannot or chooses not to replace, the fee will be equal to the original cost of the item.

## **7. Circulation to Non-District Residents**

A.) The South Country Library is a member of the Suffolk Cooperative Library System (SCLS) and follows the SCLS Resource Sharing Code as established by SCLS and its member libraries.

B.) Any borrower possessing a valid full service library card, in good standing, issued by any member library of SCLS may utilize the resources of the South Country Library and borrow items through direct access.

C.) The following restrictions may apply to direct access loans:

1. Materials that do not circulate to local district residents
2. Materials that are in high demand by local residents

## **8. Inter-Library Loan**

The South Country Library agrees to make its full collection available through inter-library loan to other member libraries in the Suffolk Cooperative Library System under the rules and procedures defined by SCLS. All loan period and fee policies, in the case of inter-library loans, are determined by the lending library. Our patrons are expected to abide by those rules.

## Loan Rules

Library items can be check out for 21 days, renewed 6 times each and are free of overdue fines except for the following items:

### ADULT

<b>Item</b>	<b>Loan Period / Renewals</b>	<b>Fines</b>
All DVDs	7 day / 6 renewals	\$.50 per day
Test Books	7 day / 6 renewals	Fine free
Magazines	7 day / 6 renewals	Fine free
College/Careers	21 day / 6 renewals	Fine free
New Fiction	14 day / 6 renewals	Fine free
Lucky Day	14 day / no renewals	\$.10 per day

### YOUNG ADULT

<b>Item</b>	<b>Loan Period / Renewals</b>	<b>Fines</b>
Magazines	7 day / 6 renewals	Fine free
Video games	7 day / 6 renewals	\$1.00 per day

### CHILDREN'S

<b>Item</b>	<b>Loan Period / Renewals</b>	<b>Fines</b>
Holiday Books/Magazines	7 day / 6 renewals	Fine free
DVDs	7 day / 6 renewals	Fine free
Launchpads	7 day / no renewals	Fine free
Museum Passes	See Children's Dept.	See Children's Dept.

### LIBRARY OF THINGS

<b>Item</b>	<b>Loan Period / renewals</b>	<b>Fines</b>
Bakeware	7 day / no renewals	\$.10 per day
DVD/VHS Converter	21 day / no renewals	\$1.00 per day
Telescope	14 day / no renewals	\$5.00 per day
<i>All Other Items</i>	14 day / no renewals	\$1.00 per day

