

# **South Country Library Circulation Policy**

Approved by Board of Trustees  
June 17, 2010, Rev. Aug.2013

## **I. 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 and present it at the circulation desk at the time of loan transactions. Library cards are valid for two (2) years.
- B.) In order to obtain 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 show 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 photo ID and address verification are also required.
- D.) Library cards will also be issued to individuals working in the library district with appropriate proof.

## **II. 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.) Workers must show an ID as well as a pay stub or other documentation proving they are employed in the district.
- C.) 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 envelop mailed to them at their address, we will issue them a card.

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

### **III. FEES FOR 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.

### **IV. BORROWING ITEMS**

All patrons, regardless of age, with a library card in good standing, 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 by indicating that restriction on the library card application.

### **V. CIRCULATION RESTRICTIONS**

Loan periods (see attached list), loan limits and other restrictions on the circulation of library materials will be established as necessary by the Library Director or designee 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:

- New DVDs .....10
- New Music CDs.....10
- Puzzles.....1
- 7-Day specialty books.....2  
(Science fair, holiday, homework books)

### **VI. FINES, FEES AND OTHER CHARGES**

A.) The Board of Trustees establishes the fees for replacement cards, overdue fines, processing fees for lost and damaged materials.

B.) Patrons will be asked to pay any extended use 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 has \$6.00 worth of fees on their library card account, they will be prevented from checking out items until they have paid off the fees.

Patrons with outstanding fees may also face restrictions on other library services including program attendance and Internet usage.

In certain cases, where special circumstances warrant, the Library Director or Circulation supervisor may waive a fine or fee.

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.

D.)Patrons will receive a written notice of their overdue items by regular mail or if the patron prefers, email.

## **VII. 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 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

## **VIII. 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 polices, in the case of inter-library loans, are determined by the lending library. Our patrons are expected to abide by those rules.