

## AMITYVILLE PUBLIC LIBRARY

### BORROWING PRIVILEGES

#### I. Eligibility for Borrowing Privileges

- A. An Adult Library Card may be issued, without charge, to any person 18 years and older who meets any one of the following requirements:
1. Is a permanent resident of Amityville Public School District No. 6.
    - a) Entitled to full privileges.
    - b) Library card issued for three (3) years.
  2. Is a property owner in Amityville Public School District No. 6.
    - a) Entitled to full privileges.
    - b) Library card issued for three (3) years.
  3. Is a business owner in Amityville Public School District No. 6.
    - a) Entitled to full privileges.
    - b) Library card issued for one (1) year.
    - c) Entitles only the owner/operator of the business to use the Library card.
  4. Is a resident in a State, County or other certified residential care facility.
    - a) Library card issued for one (1) year.
    - b) Entitled to full privileges.
  5. Is a teacher of the Amityville Public School District No. 6, or of a Parochial or Private School within Amityville Public School District No. 6.
    - a) Library card issued for one (1) year.
    - b) “Local Use Only” imprinted on card.

- c) Entitled to borrow all Amityville Public Library materials unless otherwise listed; entitled to use of Library computers. Services exclude inter-library loan of out of county and fee based material or direct access of material. May not borrow multimedia kits.
    - d) Other borrowing privileges as approved by the Board of Trustees, or their designee, upon written application.
  - 6. Is an administrator or facilitator in a health care or non-profit agency located in Amityville Public School District No. 6 and serving residents of the district.
    - a) Library card issued for one(1) year as approved by the Board of Trustees, or their designee, upon written application.
    - b) Entitled to borrowing privileges as Teacher (Section 5 above).
    - c) Other borrowing privileges as approved by the Board of Trustees, or their designee, upon written application.
- B. A Young Adult Library Card may be issued, without charge, to any person 7th grade to 17 years of age who meets any one of the following requirements:
  - 1. Is a permanent resident of Amityville Public School District No. 6.
    - a) Library card issued for three (3) years.
    - b) Full privileges, except, video cassette tape and DVD privileges upon parental or guardian permission only.
  - 2. Attends a Parochial or Private School or is an Exchange student in Amityville Public School District No. 6.
    - a) Library card issued for one (1) year.
    - b) Full privileges, excluding borrowing of video cassette tapes and DVD;
  - 3. Is a resident in a State, County or other certified residential care facility.
    - a) Library card issued for one (1) year.
    - b) Full privileges, except, video cassette tape and DVD privileges upon parental or guardian permission only.

4. A Young Adult may be allowed to borrow video cassette tapes and DVD without approval by parent or guardian upon presentation of legal documents confirming the Young Adult's status as an emancipated minor.

C. A Juvenile Library Card may be issued, without charge, to any person infant through 6th grade who meets any one of the following requirements:

1. Is a permanent resident of Amityville Public School district No. 6.
  - a) Library card issued for three (3) years.
  - b) Full privileges, except, juvenile video cassette tape and DVD privileges upon parental or guardian permission only.
2. Attends a Parochial or Private School or is an Exchange Student in Amityville Public School District No. 6.
  - a) Library card issued for one (1) year.
  - b) Full privileges, excluding borrowing of video cassette tapes and DVD.
3. Is a resident in a State, County or other certified residential care facility.
  - a) Library card issued for one (1) year.
  - b) Full privileges, except, juvenile video cassette tape and DVD privileges upon parental or guardian permission only.

D. Withdrawal of Library Card

Free registration ceases immediately if any borrower cannot meet at least one of the above conditions.

E. Renewal of Library Card and Change of Address

1. All eligibility requirements pertaining to registration apply to renewal of Library card.
2. All eligibility requirements pertaining to registration apply to Change of Address.

F. Lost Library Card

1. A fee of \$2.00 is charged for a lost Library card.
  - a) Proof of residence is required.
  - b) Replacement card is issued.
2. A fee of \$1.00 cents is charged for a misplaced Library card.
  - a) Proof of residence is required.
  - b) No replacement card issued.

G. Library cards are issued for the sole use of the applicant and are not interchangeable for use by others.

H. Proof of Residence

1. Forms of identification which include the applicant's name **AND** address are required.
  - a) Renewal and Lost Library Card application require the presentation of one (1) form of identification.
  - b) New card application, Change of Address and all other applications require the presentation of two (2) forms of identification.
2. Acceptable forms of proof of residence include:
  - a) Legal identification including, but not limited to: New York State Driver's License, automobile registration, New York State non-driver identification, social services identification, tax receipt, rent receipt, imprinted checkbook, paycheck, identification issued by a New York State or County agency.
  - b) Business mail dated within the last two months, including, but not limited to, utility bill or bank statement.

- c) Personal mail or bulk mail do not constitute proof of residence.
3. Acceptable forms of proof of residence for children and young adults, in addition to those listed in Section Two (2) above, may include a bus pass, report card, schedule or letter from school.
- a) For a Young Adult application, when such proof is not available, the applicant's parent or guardian may show his/her *up-to-date* Library card (or two (2) forms of identification as listed in Section 2 above) plus one item which includes the young adult's name.
  - b) For a Juvenile application, when such proof is not available, the applicant's parent or guardian may show his/her *up-to-date* Library card (or two (2) forms of identification as listed in Section 2 above.)

## II. Loan Period and Limits

### A. Books and Other Print Material

The standard loan period shall be 28 days. The following exceptions apply:

- 1. 7-day loan shall apply to:
  - a) Current Fiction
  - b) Magazines
  - c) Pamphlets
  - d) Encyclopedias
  - e) College Catalogs
  - f) Books deemed to be currently popular or in demand
- 2. 14-day loan shall apply to:
  - a) Current Fiction 400 pages or more in length
  - b) Current Non-Fiction
  - c) Books deemed to be currently popular or in demand

B. Audio-Visual Material

1. Two-day loan period shall apply to **new or popular** entertainment video recordings.
2. Seven-day loan period shall apply to all other entertainment video recordings (DVD, VHS, or other), non-fiction video recordings, music recordings (i.e. compact discs, audio cassettes, records), Juvenile book and cassette/CD kits and CD-ROMs (computer software).
3. Fourteen-day loan period shall apply to **new or popular** Talking Books (books-on-tape and books on CD) and “Playaways”.
4. Twenty eight day loan period shall apply to multimedia kits, Talking Books and MP3 Players not included in 3, above.

C. Vacation Loan

1. Print material, which normally circulates for 28 days, may be borrowed on vacation loan, for a period not to exceed two (2) loan periods (56 days).
2. Audio Visual material which normally circulates for 2 weeks or longer may be borrowed on vacation loan for a period not to exceed two (2) loan periods (28 days), upon approval by librarian.
3. New, popular and/or high demand materials are not included for vacation loan.

D. Inter-Library Loan materials shall be loaned for the time period allowed by the lending library.

E. Renewals

Items, print or audio-visual, may be renewed if they are deemed reservable, and if no reserve is placed on the item. Three renewals per item are permitted. The item’s normal loan period shall apply.

F. Borrowing Limits

To allow equal access to all materials, the following borrowing limits shall be applied:

1. Three (3) books per subject; one (1) book per subject in current demand.
2. Three (3) juvenile books per author or series.
3. Three (3) issues per magazine title.
4. Three (3) encyclopedias.
5. Three (3) NEW video recordings (DVD, VHS or other) from each category (juvenile non-fiction, adult non-fiction, juvenile entertainment, adult entertainment.)
6. Ten (10) video recordings (DVD, VHS or other) from each category (juvenile non-fiction, adult non-fiction, juvenile entertainment, adult entertainment) except as listed in number 5, above.
7. Eight (8) vacation loans.
8. Three (3) CD-ROMs.
9. One (1) multimedia kit per subject.
10. One (1) MP3 player.
11. Three (3) Playaways.

G. Reference books may be borrowed as per attached procedure.

III. Fines and charges

Borrowing privileges shall be suspended for any patron having outstanding material and/or fines and/or charges.

A. Overdue Fines

The following schedule applies:

<u>Material</u>	<u>Per Day</u>	<u>Maximum Fine</u> (Or 50% of the cost of the item, whichever is lower)
28-day book	\$0.05	\$ 4.00
7- and 14-day books	0.10	4.00
Other Print Material	.05	4.00
Sound Recordings & Playaways	.10	4.00
Video Recordings (DVD, VHS or other)	1.00	5.00
CD-ROM	1.00	5.00
Multimedia Kit	1.00	5.00
MP3 Player	1.00	5.00

B. Damaged Materials Charges

1. Patron shall be responsible for the cost of repairing material (i.e. binding, splicing, etc).
2. Items determined to be irreparable, shall be charged as lost material (Section C below).
  - a) Patron may keep item upon payment of charge.

C. Lost Material

1. Charge for lost material is the shelf list price plus a processing fee, as follows:
  - a) \$5.00 video cassette tape, DVD, CD-ROM, Multimedia Kit and MP3 Player.

- b) \$1.00 all other material.
2. Lost material charge may be refunded, as follows:
- a) Material must be returned within six months of original due date.
  - b) Processing fee is non-refundable.
  - c) Overdue fine will be deducted.

D. Other Charges/Fines, as Follows:

- 1. Missing date due card - 25 cents
- 2. Missing pocket - 25 cents
- 3. Missing bar code - \$1.00
- 4. Missing cases for items including, but not limited to video cassettes, talking books, compact discs, audio cassettes, CD-ROMs, DVDs or Multimedia Kits - \$3.00
- 5. Missing AV circulation bag - \$1.00
- 9. Missing compact disc or audio cassette insert (liner notes) - \$1.00
- 10. Missing booklet:
  - a) Replacement cost
  - b) Full replacement cost of item, if booklet cannot be replaced.
- 11. Missing video wrap - 50 cents
- 12. Miscellaneous fines and charges for lost or damaged items based on replacement cost.

IV.  Holds

An item may be held (reserved) if it circulates for 7 or more days and if a bibliographic record exists in the catalog for the item. Each patron may have a maximum total limit of 30 items on hold (reserve).

V. Inter Library Loan and Direct Access

- A. The Amityville Public 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. Any borrower possessing a valid full service borrower's card, in good standing, issued by any member library of SCLS may utilize the resources of the Amityville Public Library and borrow items through Direct Access. The following restrictions apply to direct access loans:
1. Materials that do not circulate to local residents;
  2. Materials that are in high demand by local residents;
  3. Materials that have been in the Library's collection for less than one year.
- B. The Amityville Public Library agrees to make its full collection available through inter library loan to other member libraries of the Suffolk Cooperative Library System under the rules and procedures as defined by SCLS. The following restrictions apply to inter library loans:
1. Materials that do not circulate to local residents;
  2. Materials that are in high demand by local residents;
  3. Materials that have been in the Library's collection for less than one year.
- C. The Library Director and his/her designee are authorized to designate those items or collections which are not eligible for inter library loan and direct access.

VI. Director's Discretion

The "Borrowing Privileges Policy" is designed to promote equitable and easy access of Library resources to the residents and taxpayers of the Amityville Public School District No. 6. In circumstances not covered in the Policy, or in cases where unique circumstances affect the application of this Policy, the Library Director's discretion shall be called upon.

Approved with amendments 10/16/97, Effective 1/1/98

Amended July 20, 2000

Amended June 19, 2001, Effective July 1, 2001

Amended June 20, 2002, Effective July 1, 2002

Amended July 22, 2004

Amended June 23, 2005, Effective July 1, 2005

Amended June 15, 2006, Effective July 1, 2006

Amended June 21, 2007

Amended June 19, 2008; Effective July 1, 2008  
Revised June 18, 2009  
Revised April 15, 2010  
Revised June 17, 2010  
Amended June 23, 2011 - Effective July 1, 2011

**Amityville Public Library**  
**Overnight Loan of Reference Books**

1. Patron must be an Amityville Library cardholder in good standing (NO OVERDUE MATERIALS OR OUTSTANDING FINES ON RECORD.)
2. The following Reference materials will not be available for loan:
  - a. Any volume of a multi-volume set or looseleaf update service.
  - b. Any item costing \$100.00 or more.
  - c. Any item from the Long Island Reference or local history collections.
  - d. Any item considered irreplaceable, such as out-of-print, or otherwise hard to obtain material, at the Librarian's discretion.
  - e. Any item in current high demand such as school assignment material, at the Librarian's discretion.
  - f. Any item received by the Library within the last six (6) months.
3. Up to two Reference books may be borrowed at a time.
4. Material is available for loan no earlier than thirty minutes before Library closing and must be returned within thirty minutes of Library opening. AN OVERDUE FINE OF \$2.00 PER HOUR PER ITEM will be assessed.
5. Patron must leave their Amityville Public Library card and a \$20 REFUNDABLE DEPOSIT PER ITEM.

Overnight Loan of Reference Material  
Application form

PLEASE PRINT

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

LIBRARY BARCODE # 2 5922 000 \_\_\_\_\_

Book (1)      CALL # \_\_\_\_\_      AUTHOR \_\_\_\_\_

TITLE \_\_\_\_\_

BARCODE # 3 5922 00 \_\_\_\_\_

BOOK (2)      CALL # \_\_\_\_\_      AUTHOR \_\_\_\_\_

TITLE \_\_\_\_\_

BARCODE # 3 5922 00 \_\_\_\_\_

I have read and understand the attached rules and have verified that the information printed above is correct.

SIGNATURE \_\_\_\_\_

STAFF SIGNATURE \_\_\_\_\_

(ORIGINAL COPY KEPT AT CIRCULATION DESK; DUPLICATE COPY TO PATRON)