

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 through 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 DVD (regular or Blue Ray) privileges upon parental or guardian permission only. May borrow electronic games labeled as Young Adult material.
 - 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 DVD (regular or Blue Ray). May borrow electronic games labeled as Young Adult material.
 - 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, DVD (regular or Blue Ray) privileges upon parental or guardian permission only. May borrow electronic games

labeled as Young Adult material.

4. A Young Adult may be allowed to borrow DVD (regular or Blue Ray) 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 (*parental permission is required for a child, newborn to 6th grade, to receive a Juvenile Library Card*):

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 DVD (regular or Blue Ray) privileges upon parental or guardian permission only. May not borrow electronic games.
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 electronic games and juvenile DVDs.
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 DVD privileges upon parental or guardian permission only. May not borrow electronic games.

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

A fee of \$2.00 is charged for a lost Library card.

- a) Proof of residence is required.
- b) Replacement card is 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. The standard loan period shall be 28 days. The following exceptions apply:

1. 14-day loan shall apply to:

- a) Current (New) Fiction
- b) Current (New) Non-Fiction
- c) Books deemed to be currently popular or in demand
- d) Test Book
- e) Current (New) Audio Book
- f) Current (New) Music CD
- g) DVDS and Blue Ray DVDs not new to the collection.
- h) Electronic games
- i) Playaway Views

B. Three-day loan period shall apply to:

- a) New or popular entertainment DVDs.
- b) Museum Passes

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

E. Renewals

1. Items, print or audio-visual are automatically renewed if no reserve is placed on the item. Six 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. Four (4) NEW video recordings (DVD/Blu-Ray).
6. Twenty (20) video recordings from any combination of categories juvenile non-fiction, adult non-fiction, juvenile entertainment, adult entertainment, except as listed in number 5, above.
7. One (1) multimedia kit per subject.
8. One (1) electronic game
9. One Playview View

G. Museum Pass circulation is also governed by the “Museum Pass Policy”.

III. Fines and charges

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

A. Overdue Fines

Fines are 10 cents per day with a maximum fine of \$5.00 unless otherwise noted:

<u>Material</u>	<u>Per Day</u>	<u>Maximum Fine</u> (Or 50% of the cost of the item, whichever is lower)
DVDs	1.00	10.00
Electronic Game	1.00	10.00
Playaway View	1.00	10.00
Multimedia Kit	1.00	10.00
Museum Pass	10.00	100.00

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 (see Section C below).
3. Patron may keep item upon payment of charge.

C. Lost Material

1. Charge for lost material is the shelf list price as listed in library records. Patron may replace the lost material from another source.
2. Lost material charge may be refunded, as follows:
 - a) Material must be returned within six months of due date.
 - b) Processing fee, if applicable, is non-refundable.
 - c) Overdue fine will be deducted.

D. Other Charges/Fines, as Follows:

1. Missing bar code - \$1.00
2. Missing cases for items including, but not limited to audio books, DVDs or Multimedia Kits - \$3.00
3. Missing AV circulation bag - \$1.00
5. Missing booklet:
 - a) Replacement cost
 - b) Full replacement cost of item, if booklet cannot be replaced.

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. Interlibrary 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 residents;
 2. Materials that are in high demand by 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 interlibrary 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 interlibrary loans:
1. Materials that do not circulate to residents;
 2. Materials that are in high demand by 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
Revised June 21, 2012
Amended June 20, 2012
Revised June 19, 2014, effective June 25, 2014
Revised September 19, 2014
Amended February 19, 2015
Amended September 17, 2015
Amended May 16, 2019