

## Circulation Policy

### **I. THE EAST MEADOW PUBLIC LIBRARY CARD**

#### **A. Registration:**

In order to borrow materials from the East Meadow Public Library, the residents of the East Meadow School District must register for a library card in person. Any resident of the East Meadow School District who has proper identification can register and receive a card. Library cardholders are required to verify their residency every three years by presenting one form of identification.

Teachers employed by the East Meadow School District are also eligible for a library card (without direct access to Nassau Co. Libraries) which will expire annually. A letter from the school stating that they are currently employed will be sufficient to establish eligibility.

Non residents who own property in the East Meadow School District also may have a library card if they show current identification and a tax bill for the property they own. This library card will be valid for one year.

Patrons whose cards are issued for one year will be asked to verify their qualifying information annually.

Children's library cards will be issued to all children. Their parent/guardian must present the child's birth certificate and two forms of identification (their library card is acceptable) which show proof of residence in the School District.

When a patron reaches the sixth grade, they are entitled to an adult card.

#### **B. Acceptable Identification:**

Two forms of identification will be necessary. Acceptable identification is defined as follows:

1. A valid driver's license or other identification with a photo and a current residential address; and
2. A utility bill, credit card bill, current car registration, insurance card, property tax bill, mortgage statement, bank statement, typed lease, a landlord's notarized letter, or school identification. A U.S. Government-issued military I.D. will be accepted as one form of identification.

Since the library requires photo identification, the patron's face must be seen. If wearing any covering which obscures the face the patron will be asked to step into a private room with a staff member to remove said covering.

#### **D. Lost cards**

If a card is lost it is the responsibility of the patron to inform the library. A fee of \$3 will be charged for each replacement card.

## II. LOAN PERIODS AND LIMITS

### A. Loan Periods:

|   |         |
|---|---------|
| Audio books                             | 28 days |
| Books                                   | 28 days |
| Books-new adult fiction and non-fiction | 14 days |
| Children's backpacks                    | 7 days  |
| Equipment                               | Varies  |
| Films                                   | 14 days |
| Films, new (under 1 year old)           | 3 days  |
| Language audio                          | 28 days |
| Magazines (under a year old)            | 7 days  |
| Museum pass                             | 3 days  |
| Music CD's                              | 28 days |
| Videogames                              | 14 days |

\* New fiction with 800+ pages will circulate for 28 days.

### B. Loan Limits:

An East Meadow cardholder is eligible to check out the following:

|                               |                                 |
|-------------------------------|---------------------------------|
| Adult and young adult §       | limit of 4 books on one subject |
| Children §                    | limit of 2 books on one subject |
| Children's backpacks          | limit of 1                      |
| Children's holiday books §    | limit of 2                      |
| Films                         | limit of 25                     |
| Films, new (under 1 year old) | limit of 3                      |
| Museum pass                   | limit of 1                      |
| Music CD's                    | limit of 25                     |
| Videogames                    | limit of 1                      |

§ These limits are encouraged to ensure access to the material by the greatest number of patrons.

### C. Renewals:

All items, except those items noted below, may be renewed twice if a request has not been put on the item. Items may be renewed in person, by phone, or online.

The following may not be renewed: interlibrary loan material, books whose subject matter is in high demand due to school assignments, films, books used for book discussions, magazines, newspapers and videogames.

**D. Patron responsibility:**

Patrons are responsible for notifying the library of any change of name, address, email address, or phone number. Patrons may also modify their email address and phone number online.

All lost cards should be reported immediately because the patron is responsible for items checked out on the cards until the loss is reported.

Patrons should return magazines, audio books, and CD’s into the library. These items are too fragile to be placed in the book and video drops.

**III. FINES AND FEES**

**A. Overdues and maximum fines:**

| <b>Material</b>      | <b>Fine per day</b> | <b>Maximum fine</b> | <b>Replacement per item</b> |
|----------------------|---------------------|---------------------|-----------------------------|
| Audio books          | \$.10 per title     | \$10.00             | List + \$4.00               |
| Books                | \$.10               | \$10.00             | List + \$4.00               |
| Children’s backpacks | \$2.00 per pack     | \$10.00             | List + \$4.00               |
| Films                | \$1.00              | \$25.00             | List + \$4.00               |
| Magazines            | \$.10 per folder    | \$5.00              | List + \$2.00               |
| Museum pass          | \$20.00             | \$140.00            | List + \$4.00               |
| Music CD’s           | \$.10               | \$10.00             | List + \$4.00               |
| Videogames           | \$1.00              | \$10.00             | List + \$4.00               |
| Equipment            |                     |                     |                             |
| Projectors           | \$5.00              | \$20.00             | List + \$4.00               |
| All other equipment  | \$1.50              | \$20.00             | List + \$4.00               |

Any material which is returned missing folders, cases, booklets, barcodes, or book pockets will be charged \$2.00 per item.

Late fines are not collected for the additional material that may accompany some books. The fine collected for the overdue book includes the additional material.

A patron is considered delinquent if he/she has fines of \$10.00, or has been billed for an item.

Senior citizens who reside in the East Meadow school district are allowed a two week grace period on fines on 28 day books (except new large print) owned by East Meadow. To be eligible for this privilege, the patron must be 60 years of age or more and show their driver’s license or Nassau County Leisure Pass.

**B. Lost and damaged material:**

If any material is lost or damaged beyond repair, the patron will be charged the replacement cost of the material, plus a processing fee.

In lieu of paying for a lost item, a patron may replace the lost item with an item that duplicates in every important way the item that has been lost. The patron will not pay the processing fee.

If a patron locates a lost item within sixty days after he/she has paid for it, a refund will be issued. The processing fee and fines will not be refunded. Magazines and paperbacks are not eligible for refunds.

**IV. REQUESTS**

Requests may be placed by patrons either in person, by phone, or online. Patrons will be notified by telephone, postcard or email when the materials are available.