

## 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. If the child is not present, 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:

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.

### **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>
Museum pass	\$20.00	\$140.00	List + \$4.00
Equipment	\$5.00	\$20.00	List + \$4.00

A patron is considered delinquent if they have fines of \$10.00 or more, or has been billed for an item.

All other material checked out at this location will not have fines associated with them if they should become overdue. Please make every effort to return items on time as another patron may be waiting for it. Once the checked out items are overdue more than 60 days, a bill will be sent to the patron.

#### **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 \$4 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. 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 email, text message, telephone or postcard when the materials are available.