Patchogue-Medford Library Circulation Policy

A. LIBRARY CARDS:

1. The Patchogue-Medford Library issues library cards without charge to residents of its chartered service area –the Patchogue-Medford School District.

2. Proof of residence and identity is required at the time of initial application and renewal. Acceptable forms of proof must include the applicant's name and current address. For the purposes of this section, a post office box is not sufficient proof of residency.

Any **one** of the following:

1. Current NY State Driver's License
2. Current Government issued picture ID with name and address

Or **two** current items from the following that show address:

1. Automobile registration (current)
2. Voter Registration post card
3. Auto Insurance
4. Utility bill
5. Credit card statement
6. Cancelled check
7. Bank Statement
8. Lease
9. Tax bill

If you do not have these forms of ID please check at the Main Desk to see what else you can use. If necessary a postcard can be sent to your address for verification.

3. Students in Grades 9 through 12 who reside in the Library District may use a Student ID issued by a school within the boundaries of the Library District for a full access Patchogue Medford Library card. Students in Grades 6, 7 and 8 who reside in the Library District may use a Student ID issued by a school in the boundaries of the library district to get a Local Use Only card. A parent/guardian signature is required for a full-access Patchogue Medford Library card.

4. A parent or legal guardian must be present with their minor child through grade eight (8) at the time of initial application and renewal. For the purposes of this section, a minor's residency shall be presumed to be that of his or her parents or legal guardian.

5. The Patchogue –Medford Library will issue a full-access library card without charge to those nonresidents of the Library District who:

    a) Are owners of a business located in the Library District. Proof of ownership is required at the time of initial application and renewal.
    b) Are employees of a business/school located in the Library District. Proof of employment is required at the time of initial application and renewal.

c) Own assessable property in the Library District. Proof of property ownership is required at the time of initial application and renewal.

6. Cards issued as enumerated in items 1 through 5 above are valid for two years.
7. The Library acknowledges the right to Library service by those that are homeless; conversely, the Library has a legitimate need for an address where notices can be sent. In such cases the Library will accept alternative identification/proof of residence, including but not limited to:

    1. The address of a shelter, church or other social service entity where they can receive mail
    2. A PO Box with the rental agreement
    3. An email address

    If an individual can furnish none of the above, they may complete an affidavit that they reside within the Library District to receive a card. Proof of identity is still required. Cards will be issued for one year. All other borrowing rules and regulations shall apply.

8. The Patchogue-Medford Library will issue cards to students who attend colleges in the Library District who reside outside of Suffolk County. Cards will be issued for one year and will be for Local Use Only. All other borrowing rules and regulations shall apply. Students who reside inside the county should apply for cards at their local library.

9. In its role as the Central Library for the Suffolk Cooperative Library System, the Patchogue-Medford Library will issue cards to those residents of the System Service Area (Suffolk County) that do not have a Library or a contract for Library Service. Cards will be issued for one year and will be for Local Use Only. All other borrowing rules and regulations shall apply.

10. The Patchogue-Medford Library is a member of the Suffolk Cooperative Library System (SCLS) and as such 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 Patchogue-Medford Library and borrow items through direct access. The following restrictions apply to direct access loans:

    a) Materials that do not circulate to local residents;
    b) Materials that are in high demand by local residents;
    c) New DVDs (in the collection less than one year)

    The Library Director in consultation with the staff may determine, based on local usage patterns, what items are in high demand.

11. The Patchogue-Medford Library agrees to make its full collections 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:

    a) Materials that do not circulate to local residents;
    b) Materials that are in high demand by local residents;
    c) New DVDs (in the collection less than one year)

12. The Library Director may use his/her discretion to issue Local Use Only cards for shorter periods of time to accommodate temporary situations, i.e. summer visitors, so that access to information is not unduly restricted.

13. Library cardholders are responsible for all materials borrowed with their library cards. Borrowing privileges will be suspended when a bill has been sent by any library in or lending through the Suffolk Cooperative Library System for overdue or damaged materials.

B. LOAN PERIODS

The Library Director in consultation with the staff may determine loan periods and limits on the number of items being borrowed per transaction, based on local usage patterns, the size of various collections and what items are in high demand, so long as items are not unduly restricted. The total number of items that may be charged out on a PML card is 75.

Material	**Loan Period**
New Books	28 days
General Collection	28days
Test Prep	28 days
Magazines	7 days
Kits, Puzzles and Toys	28 days
CD Bks, Playaways and Box Sets	28 days
Compact Discs	28 days
Equipment	7 days
Fishing Poles	28 days
Non-Fiction/Fiction DVDs	28 days
New DVDs, Playaway Views and Launchpads	7 days
Museum Passes	3 days
Video Games, Board Games	28 days

C. NOTICES & LOST ITEMS

Patrons may request that notices be sent via email. Courtesy notices are sent a few days in advance of the due date of materials and to notify when reserved materials are ready for pick-up.

Overdue notices are sent via email for 7-day loan items when they are 7 days overdue. For all other material, an email notice is generated when the item is 3 weeks overdue. The second and final notice is a bill. Patchogue-Medford Library does not charge overdue fines. Patrons will be charged list price for replacement of lost or damaged materials. All borrowing privileges will be suspended until the materials(s) are either returned or paid for.

D. RESERVES & INTERLIBRARY LOANS

All materials in the circulating collection of the Patchogue-Medford Library can be reserved. Items not available in the collection may be requested through interlibrary loan from members of the Suffolk Cooperative Library System. Patrons obtaining items on interlibrary loan may be subject to the loan policies and possible fees of the lending library.

E. RENEWALS

Items are renewable 6 times, unless they have been reserved by another patron. Items can be renewed in person, by telephone or online. Patrons have the option to opt-in to Auto-Renewal Service, in which items

checked out to the patron account will be renewed the allowable amount of times before the item's status changes to overdue.

F. LOST CARDS
Notify the Library immediately if your card is lost or stolen. You are responsible for all items checked out with your card. There is a replacement fee of $1.00

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Board of Trustees