

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
3. Current Lease
4. Current Tax Bill

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

1. Current automobile registration
2. Voter Registration post card
3. Auto Insurance
4. Utility bill
5. Credit card statement
6. Cancelled check
7. Bank Statement
8. Mail postmarked within 30 days

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 one form of verification.

3. A parent or legal guardian must be present with their minor child, birth through grade five (5) at the time of application. For the purposes of this section, a minor's residency shall be presumed to be that of their parents or legal guardian.

4. A parent or legal guardian may be present with their minor child through grade twelve (12) at the time of application or Students in Grades 6 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.

5. Student cards are valid from kindergarten through 5th grade. Cards issued to students in grades 6 through 12 are valid through high school graduation. All other cards are valid for two years.

6. The Library acknowledges the right to Library service by those experiencing homelessness; 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. Local Use Only. All other borrowing rules and regulations shall apply.

7. 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.

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 two years 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. This is currently Fire Island. Cards will be issued for two years and will be for Local Use Only. All other borrowing rules and regulations shall apply.

10. The Patchogue-Medford Library will issue temporary cards for newly released inmates through the R.E.A.D. program provided in conjunction with Suffolk Cooperative Library System and the Suffolk County Sheriff's Department. These cards will be limited to ninety days with the following restrictions:

- a) Checkouts limited to five books with the exclusion of Library of Things and Museum Passes.
- b) Renewals of one per item.
- c) Limited to three holds at a time.
- d) If fines over \$10 are accrued, the card will be blocked.

After 90 days, cards will expire and the patron can apply for a full access card wherever they establish residency.

11. 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. In addition, the Library Director may use their discretion to issue temporary library cards to other Suffolk County residents working through a local agency.

11. 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)

- d) Launch Pads and equipment
- e) Items in the Library of Things collection
- f) Museum Passes
- g) Video games, board games
- h) Kits, puzzles, big books

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

12. 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	28 days
Test Prep	28 days
Magazines	7 days
Kits, Puzzles , Big Books	28 days
CD Bks, Playaways	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
Library of Things Collection	Varies

C. Library of Things

Our Library of Things is a special collection of unconventional items that includes equipment, tools, games, and more. Adult PML cardholders can reserve up to three items from this collection at a time. Items can be reserved up to 60 days in advance. Items in the collection may be in high demand. If an item comes back late or is lost, the Library may not be able to honor reservations. For items not returned on their due date customers will be billed for the cost of the item and library borrowing privileges suspended until items are returned. In the event that an item is lost or damaged, charges will be applied to the cardholder's library account for the value of the item. The library reserves the right to cancel a reservation if equipment is not picked up within 24 hours, restrict, or cancel Library of Things borrowing privileges for repeat offenses.

D. Notices & Lost Items

Courtesy notices are sent via email 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 for replacement of lost or damaged materials. All borrowing privileges will be suspended until the materials(s) are either returned, paid for or until other arrangements have been made.

E. Reserves & Interlibrary Loans

All materials in the circulating collection of the Patchogue-Medford Library can be reserved with the exception of the Lucky Day Collection. 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.

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)
- d) Launch Pads and equipment
- e) Library of Things collection
- f) Museum Passes
- g) Video games and board games
- h) Kits, puzzles, big books
- i) Medford Branch Materials

F. Renewals

Items are automatically renewed 6 times unless they have been reserved by another patron.

G. Lost Cards

Notify the Library immediately if your card is lost or stolen. You are responsible for all items checked out with your card.

Approved by the Board of Trustees July 2010. Revised March 24, 2026.

Appendix:

AFFIDAVIT

I do declare that my full name is _____
and that I am a resident of the State of New York, County of Suffolk and of the Patchogue-Medford Library
District. I further attest that at the present time I do not have an address for receiving mail, but that I will
inform the Library if and when I acquire a mailing address to which notices can be sent.

_____ Date

_____ Signature

FOR OFFICE USE ONLY

Proof of Identity Yes No

If yes, indicate type: _____

Email address: _____

Initials: _____

Date: _____