

## **CIRCULATION OF MATERIALS**

In order to make library materials available to all library users on an equal basis, The Smithtown Library will set policies for length of loan period, renewals, reserves, and fees. The Library will determine who is eligible to borrow materials and establish procedures for the return or replacement of such materials.

### **A. LIBRARY CARDS**

1. The Smithtown Library issues a full-access library card without charge to any resident of The Smithtown Library.
  - a. The Library reserves the right to stop a patron's Smithtown card if monies are owed by that patron to other libraries within the Suffolk Cooperative Library System.
2. Proof of residence is required at the time of initial application and renewal. Acceptable forms of proof must include the applicant's name and current address, and must be presented in person. For the purposes of this section, a post office box is not sufficient proof of residency.
3. Library cards are issued for a period of three (3) years.
4. Library cardholders are responsible for all materials borrowed with their library cards.
5. The Smithtown Library issues a full-access library card without charge to nonresidents who:
  - a. Own a business located in The Smithtown Library. Proof of ownership is required at the time of initial application and renewal.
  - b. Own assessable property in The Smithtown Library. Proof of property ownership in the Town of Smithtown is required at the time of initial application and renewal.
  - c. Are current employees of The Smithtown Library. Proof of employment with The Smithtown Library is required at the time of initial application and renewal.
6. Library cards are issued to minors without charge who reside in The Smithtown Library. For the purposes of this section, a minor's residency shall be presumed to be that of his or her parents or legal guardian. Where a minor's parents are divorced the Library will allow each parent that resides within The Smithtown Library to obtain a library card for the child. A parent or legal guardian must be present with their minor child through grade five (5) at the time of initial application. Students in grades six (6) through twelve (12) may present their school ID as an acceptable form of identification.
7. The Smithtown Library provides Homebound Mail Service to those eligible for Smithtown Special Library District cards who are eligible for National Library Service for the Blind and Physically Handicapped services and/or who meet the

criteria of having a permanent or temporary disability that prevents them from leaving their home and do not have a representative who can go to the Library for them. Disabilities may require professional verification. Residents of nursing homes within The Smithtown Library that apply for our Homebound Mail Service can use the nursing home in which they reside as their address. A special application must be filled out to get these services. A library card will be issued to the individual whose name is on the Homebound Mail Service application. That individual will be responsible for all material checked out on that library card.

8. In order to check-out library material, Smithtown Library cardholders must present either their library card or acceptable identification that includes their name and current address. Students in grades six (6) through twelve (12) that have a Smithtown library card may present their school ID as an acceptable form of identification.
9. At its sole discretion, the Library may limit the number of items that may be charged out on one library card.

**B. CONFIDENTIALITY OF CIRCULATION RECORDS**

1. Pursuant to Section 4509 of New York State Civil Practice and Rules, all circulation records identifying the names of library users with specific materials are confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the Library and upon request or consent of the library user.
2. Circulation records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law.

**C. LOAN PERIODS**

1. Fiction and nonfiction books, audiobooks and Blood Pressure Loaner Kits owned by the Library shall have a loan period of twenty-eight (28) days.
2. Storytime Kits owned by the Library shall have a loan period of twenty-one (21) days.
3. New fiction books (300 pages or more in length), new nonfiction books, new large print books, compact disc recordings, DVDs or Blu-Ray discs of television series with multiple episodes that circulate together in one case owned by the Library, mobile hotspots\* (or wireless communication system) shall have a loan period of fourteen (14) days.
4. New fiction (less than 300 pages), automotive repair manuals, study notes, all magazines (adult, young adult, and children's), test preparation books, and video recordings (excluding those indicated in section C-3) owned by the library shall have a loan period of seven (7) days.

5. Museum passes\* owned by the Library shall have a loan period of three (3) days.
6. The “Library of Things” collection owned by the Library shall have a loan period of seven (7) days. A maximum of two (2) “Library of Things” items may be borrowed at one time.
7. Reference material may not be checked out of the Library.
8. The Library is not responsible for damages that may occur to equipment in the playing of library audio/visual materials.
9. At its sole discretion, the Library reserves the right to change the loan periods of materials owned by the Library, or to restrict items to in-house use only.

*\*Patrons who borrow any item from the “Library of Things” collection, hotspots or a museum pass must be 18 years of age or older and sign a borrower’s agreement.*

#### **D. RENEWALS**

1. Circulating materials owned by the Library with loan periods of twenty-eight (28) days may be renewed for up to six (6) additional loan periods of twenty-eight (28) days.
2. Circulation materials owned by the Library with loan periods of fourteen (14) days may be renewed for up to six (6) additional loan periods of fourteen (14) days.
3. Circulating materials owned by the Library with loan periods of seven (7) days may be renewed for up to six (6) additional periods of seven (7) days.
4. The “Library of Things” collection and Storytime Kits owned by the Library will have one (1) renewal for Smithtown Library card holders. Storytime Kits borrowed by non-residents will have zero (0) renewals.
5. Book Club Kits, museum passes and Blood Pressure Loaner Kits owned by the Library will have zero (0) renewals.
6. The loan periods of materials borrowed from other libraries are controlled by the policies of the lending libraries.
7. Materials with holds may not be renewed.

#### **E. HOLDS AND RESERVES**

1. Items which may be placed on hold in the online catalog include new fiction and nonfiction books, automotive repair manuals, study notes, children’s holiday books, adult magazines, young adult magazines, children’s magazines, test preparation books, mobile hotspots (or wireless communication systems), “Library of Things” items, Storytime Kits, audio recordings, and video recordings.
2. Reference materials, museum passes and Blood Pressure Loaner Kits cannot be placed on hold.

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3. Museum Passes may be reserved in the Children's Department at the Smithtown building or through the Museum Pass links on the Library's webpage, dates are subject to availability.
4. Cardholders shall have a reasonable period of time to claim reserved items after being notified that such items are available.

### F. EXTENDED USE

1. On the day after the due date indicated on the date due receipt, all library materials shall be considered past due if such materials have not been either renewed or returned.
2. Cardholders with past due materials shall accrue an extended use charge per item until such materials are either renewed or returned.
  - a. Mobile hotspots (or wireless communication system) and the "Library of Things" collection owned by the Library shall accrue an extended use fee of \$1.00 per day. The maximum fee for such materials shall not exceed \$10.00 per item. (*"Library of Things" items must be returned in person to the Reference Department at any Smithtown Library building.*)
  - b. Museum passes owned by the Library shall accrue an extended use fee of \$20.00 per day. The maximum fee for such materials shall not exceed \$200.00 per item. (*Must be returned in person to the Smithtown Building Children's Department.*)
  - c. Book Club Kits owned by the Library shall accrue an extended use fee of \$10.00 per day. The maximum fee for such materials shall not exceed \$100.00 per item. (*Must be returned in person to the Reference Department at any Smithtown Library building.*)
  - d. All other Library materials shall not accrue extended use fees. However, the replacement cost of past due materials will be billed to the cardholder after 28 days. If billed material is returned within a reasonable period of time, the bill will be removed.
3. At its sole discretion, the Library may ask cardholders with extended use charges to clear all or a portion of all such charges before being allowed to borrow any additional library materials.
4. The extended use fees of materials borrowed from other libraries are controlled by the policies of the lending libraries.
5. Items can be returned in person or via the drop box located outside each Smithtown Library building, as well as at any public library in Suffolk County. An item returned in the drop box during hours the Library is closed will be processed the next morning that the Library is open, and will be considered returned as of the previous day that the Library was open.
  - a. Drop boxes are maintained as a convenience for the patron, and the patron remains liable for all materials deposited in drop boxes until such items are checked in by library staff. The library cannot guarantee the security of items deposited in drop boxes and will not waive charges on items claimed to have been returned in the drop boxes.

**G. DAMAGED AND LOST MATERIALS**

1. Borrowers are liable for all lost and damaged library materials checked out on their library cards.
2. The Library will notify the cardholder of payment due for the replacement of all lost and damaged items.
3. For the purpose of ISBN integrity and re-processing cost, replacement material for lost or damaged items cannot be accepted in lieu of payment due.
4. Once payment has been received for lost items, no refunds will be issued by the library for items subsequently found by the cardholder.
5. Charges for lost or damaged audio visual cases will be charged accordingly.
  - a. Audio Books
    - Extra Small (1-6 discs) \$5.00
    - Small (7-12 discs) \$7.00
    - Medium (13-22 discs) \$8.00
    - Large (23-44 discs) \$13.00
  - b. Blu Ray/DVD \$4.00
  - c. Music CD \$4.00
  - d. Plastic Inserts \$0.45

*The library reserves the right to change these fees without notice.*

6. Items in the "Library of Things" collection that are damaged or lost will be charged at the value listed in the borrower's agreement.

**H. DIRECT ACCESS**

1. For purposes of this section:
  - a. Direct access shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower's card issued by SCLS or any member library in SCLS, to borrow materials for home use directly from the premises of The Smithtown Library.
  - b. Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of The Smithtown Library and who is a library cardholder at another SCLS member library or who has a borrower's card issued by SCLS.

2. Non-resident borrowers are prohibited from borrowing by direct access certain materials and equipment. Such materials shall include but not be limited to:
  - a. Materials in heavy local demand.
  - b. All newspapers.
  - c. Mobile Hotspots or other wireless communication system.
  - d. Museum passes.
  - e. The “Library of Things” collection
  - f. Microform material.
  - g. Reference material.
  - h. Special collections as determined by the Library.

**I. NON-RESIDENT INTERLIBRARY LOAN**

1. For purposes of this section:
  - a. Interlibrary loan shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower’s card issued by SCLS or any member library in SCLS, to borrow The Smithtown Library’s materials indirectly through another library.
  - b. Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of The Smithtown Library and who is a library cardholder at another SCLS member library or who has a borrower’s card issued by SCLS.
2. Non-resident borrowers are prohibited from borrowing through interlibrary loan certain materials and equipment. Such materials shall include but not be limited to:
  - a. Materials in heavy local demand.
  - b. New fiction and nonfiction books less than 4 months old.
  - c. New release Digital Video Discs less than 4 months old.
  - d. New release Blu-ray Discs less than 4 months old.
  - e. All newspapers.
  - f. Mobile hotspots or other wireless communication system.
  - g. Museum passes.
  - h. The “Library of Things” collection.
  - i. Storytime Kits
  - j. Microform material.
  - k. Reference material.
  - l. Special collections as determined by the Library.

**J. INTERLIBRARY LOAN FOR SMITHTOWN CARD HOLDERS**

The Library will make reasonable efforts to locate material in other libraries when we do not own the material. Upon a patron's request, the library will try to borrow the material for the patron's use. The selection of the lending library will be at the sole discretion of the Library. The borrowing patron is responsible to abide by the usage policies and procedures of the lending library. Any fees incurred by The Smithtown Library (including but not limited to shipping, patron damage and late fees) for the use of material borrowed from another library are the responsibility of the patron.

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