

## **CIRCULATION POLICIES**

### **LIBRARY CARD REGISTRATION**

#### **TO OBTAIN MEMBERSHIP AT THE LIBRARY:**

Residents of the Hampton Bays School District must provide one (1) item listed below and a valid photo ID. The library card will be issued the same day.

#### **ITEMS FROM THE FOLLOWING LIST WILL BE ACCEPTED AS PROOF OF RESIDENCY: (Items must have a name and street address, not a post office box number.)**

- Tax Bill
- Deed
- Lease or Letter From Landlord
- Pay Stub or Letter From Employer
- Utility Bill
- Credit Card Bill
- Bank Statement or Check
- License or Vehicle Registration
- Any Other Legal Document With Street Address

**FAMILY MEMBERS OF EXISTING PATRONS** (in good standing), living in the same household may apply for a card:

- Adults must produce one form of personal identification.
  - Teens in grades 7-12 must produce a school ID or Guidance Office transcript.
  - Parents must sign and be present to register dependent children in grades 6 and under.
- Children under school age must have a library card to participate in all children's programs.

#### **EAST QUOGUE RESIDENTS:**

- Persons residing in the East Quogue School District may join one of four libraries:
  - Hampton Bays Public Library
  - Quogue Library
  - Riverhead Free Library
  - Westhampton Free Library
- Items from the aforementioned list will be accepted as proof of residency. All family members living in the same household must join the same library for a period of one year (July 1-June 30). At the end of this period, patrons may choose to renew at the same library or join another library from the list above.

#### **TEMPORARY RESIDENTS**

- Patrons residing in Hampton Bays or East Quogue for six months or less are eligible for a **LOCAL USE ONLY** card, limiting usage to the Hampton Bays Library only. Proof of residency

and a photo ID are required. There is a fee of \$5.00 plus a deposit of \$30.00. Upon surrender of the card, deposits will be refunded less outstanding fines or charges, if any.

#### REVOCATION OF BORROWING PRIVILEGES

Hampton Bays card holders and family members living at home who have library charges amounting to \$5 or more owed to the Hampton Bays Library will not be allowed to borrow any materials until these charges are paid. Other Suffolk County libraries set their own allowances for the number of items allowed and fines.

#### DIRECT ACCESS

The Hampton Bays Public Library has adopted the Suffolk Cooperative Library System Resource Sharing Code. (See addendum A.) Hampton Bays Public Library allows for open access for all Direct Access Patrons in good standing with another Suffolk County Public Library.

**The following is a policy on direct access released by the Suffolk Cooperative Library System. It is part of the Hampton Bays Library policy on direct access.**

#### ELIGIBILITY FOR DIRECT ACCESS

Beginning July 1, 1984, all valid cards issued by your library are valid at all other Suffolk public libraries.

#### "LOCAL USE ONLY" EXCEPTIONS

Whenever possible, libraries are encouraged to extend assistance in the use of their collections to any Direct Access patron who requests it.

Loan periods, fines and charges for Direct Access borrowing are determined by the lending library.