

## **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

### **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

**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 children in grades 6 and under
- Children under school age must have a library card to participate in all children's programs

### **Local Use Only / Temporary Residents**

- Patrons residing in Hampton Bays or East Quogue for six months or less are eligible for a LOCAL USE ONLY card, limiting access to the physical material of 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 \$10 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.

### **Replacement Of Lost Library Material**

Patron must pay for each item that is lost.

### **Replacement Of Lost Library Card**

There is a \$5.00 charge for a replacement card

### **Teen Borrowing Privileges**

Juvenile library cards will be converted to a Young Adult (age 13-18) card at age

13. It is required that a teen presents a school ID at the circulation desk to change the permissions of the card. Teens using a teen card can access the Internet and check out YA and adult material.

*To comply with federal regulations, the Hampton Bays Public Library provides filtered Internet access at all public Internet computers with login access. Nevertheless, filtering software may not block all material users might find offensive. Parents or guardians who are concerned about their children's use of electronic resources should provide guidance for their own children.*

## **Direct Access**

The Hampton Bays Public Library has adopted the Suffolk Cooperative Library System Resource Sharing Code. 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.

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.

## **LOAN RULES**

<b>Item Type</b>	<b>Loan Period</b>	<b>Limit</b>
Books, New	14 days	- -
Books, Older	28 days	-

CDs	14 days	-
Audio Books (Adult & YA)	14 days	-
DVDs, Blu-Ray, New	3 days	3
DVD's, Blu-Ray	7 days	10
Graphic Novels	14 days	-
Magazines	14 days	-
Games (Adult & YA)	7 days	2
Library of Things	7 days	2
Hot Spot Wi-Fi (Adults & YA)	21 days	1
Juvenile Books, Audio Books	21 Days	10
Juvenile DVDs	14 Days	-
***A Maximum of 50 items may be checked out per library card.		

## Holds & Reservations

Patrons who want to borrow materials from other libraries can request them through interlibrary loan. Loan requests can be made in person, by phone or online. Loan periods and overdue fines, which are determined by the lending libraries, must be adhered to.

## Renewals

Most Materials may be renewed 6 times unless they are on hold for another patron. Materials on loan from other libraries will follow that library's lending policy.

## Library Of Things

### Library of Things Guidelines

Objects lent out by the Hampton Bays Public Library, through its Library of Things program must be checked out from and returned to the Circulation Desk. Items may **NOT** be returned in the drop box or at any other location.

Items and devices are available for checkout to Hampton Bays Public Library adult cardholders ages 18 or older, with a library account in good standing.

Library of Things items not returned on time will incur a \$1 dollar fine per day, up to \$10.

Kitchen items and other things that have gotten dirty should be thoroughly cleaned before being returned. Patrons returning items that need to be cleaned will be assessed a \$5 cleaning fee.

**Loan Periods:**

Items from the Library of Things may be borrowed for 7 days with 1 renewal.

Items will not be renewed if another patron has placed a hold on it.

You may only have two (2) Library of Things items checked out at a time.

**Use and Liability:**

The borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse. The Library has sole discretion in making these decisions.

A list of replacement costs of Things is maintained by the Library and is available upon request.

Patrons will be asked to sign a copy of the Agreement (SEE ADDENDUM A) when checking out Library of Things items. The Hampton Bays Public Library is not responsible for any injury, loss, or damage that may occur from use of a Thing. The responsibility to protect against loss/damage is the borrower's. The Library of Things Lending Agreement is available upon request.

Library staff will inspect Things prior to borrowing and again upon return. Things should be returned in the same condition as when borrowed. Items should be returned with all parts and components in the original library container to the Circulation Desk of the Hampton Bays Public Library.

**Library's Use of Things**

The Hampton Bays Public Library reserves the right to take a Thing out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item

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Approved by the Board of Trustees on October 8, 2024