



## Library Cards and Circulation of Materials Policy

1. Library cards (physical or digital via the Lindenhurst Memorial Library App) are issued for a three (3) year period to anyone residing within the boundaries of the Lindenhurst Union Free School District (LUFSD). Proof of residence and identity is required at the time of application and renewal. Acceptable forms of proof are to include the applicant's name and current address. A post office box is not sufficient proof of residency. Any **one** of the following may establish proof of residence in the LUFSD and identity:

- Current NY State Driver's License
- Current Government issued picture ID with name and address
- Current Lease
- Current Tax Bill

OR **two current items** from the following:

- Automobile registration
  - Voter registration documentation
  - Auto insurance card
  - Utility bill
  - Credit card statement
  - Bank statement
  - Mail (not junk mail) postmarked within 30 days
2. Students in grades 6-12 who reside in the Library District may use a current Student ID issued by a school within the boundaries of the Library District for a limited access Lindenhurst Memorial Library card. A Limited Access Card allows teen patrons access to most materials in the children's and teen departments. A parent or legal guardian may accompany the student to upgrade the account to a full access card.
  3. A parent or legal guardian must be present with his/her/their minor child through grade five (5) at the time of initial application and renewal. For the purposes of obtaining a Library Card, a minor's residency shall be presumed to be that of his or her parents or legal guardian.
  4. The Library may partner with the LUFSD to send digital Library Card applications home prior to a class visit to the Library. Cards issued will be sixty (60) day (temporary limited) access library cards. A parent or legal guardian needs to accompany a student to finalize the application prior to the expiration of the sixty day period, and at that time, may choose to upgrade the account to a full access card.
  5. The Lindenhurst Memorial Library will issue a full-access library card to nonresidents who own a business located in the Library District. Proof of ownership is required at the time of initial application and renewal.
  6. The Library will issue library cards to employees of a business/school located within the boundaries of the LUFSD. Proof of employment is required at the time of initial application and renewal, such as a

current paystub or current employee ID card. These library cards are for LML use only and are not valid for securing new items, museum passes, or items from the “Library of Things” collection, such as WiFi hotspots.

7. The Library will issue library cards to residents of a group residential home within the boundaries of the LUFSD. If the resident applying for a library card is unable to sign his/her/their name, and/or be the responsible party for the items, then the supervisor/administrator of the group home may sign as a surrogate guardian, assuming all responsibility and cost for lost or damaged items on the account.
8. The Library acknowledges the right to Library service by those whom are homeless; conversely, the Library possesses 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:
  - The address of a shelter, church or other social service entity where he/she/they can receive mail within the boundaries of the LUFSD
  - A current and valid email address

If an individual can furnish neither, he/she/they may complete an affidavit that he/she/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 still apply.

9. The Lindenhurst Memorial 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 library card, in good standing, issued by any member library of SCLS may utilize the resources of the Lindenhurst Memorial 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) Items in the “Library of Things” collection
  - e) Museum Passes
  - f) Video games
10. Library cardholders are responsible for all materials borrowed with their library cards. Library cards must be presented (either physical or digital) when borrowing Library materials. If a cardholder does not present his/her library card, a driver’s license or valid school ID is an acceptable form of identification if it corresponds to the name of the cardholder.
11. 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.
12. Library card renewals require one piece of identification with a current address within the boundaries of the LUFSD. A parent/guardian must accompany a minor child (under 16 years of age) when renewing a card.

**HOMEBOUND RESIDENTS:** Patrons who are unable to physically come to the Library due to a temporary or permanent condition, are able to borrow all books, circulating magazines, and feature film and non-fiction

DVDs with a 7 or 21-day loan period, through the “Library by Mail” Program. Regular loan rules apply. Patrons must complete a “Library by Mail” application, separate from a library card application.

**LOAN RULES:** A patron with a full access library card may borrow up to 150 items. At its discretion, the Library may limit the number of items borrowed, and/or the number of holds placed on one library card. The loan period of library items varies by item type. An up-to-date list of all loan periods and renewal information is posted in the Library and on the Library’s website under “Borrow” as “Loan Period Chart.” If borrowing items through direct access/interlibrary loan, patrons may incur fees from the lending library.

The following collections are “in-house use only” and may be examined only in the Library:

- Physical copies of yearbooks
- Local history items
- Reference materials
- Newspapers

### **RESERVES & INTERLIBRARY LOANS:**

All materials in the circulating collection of the Lindenhurst Memorial Library may be reserved. When an item becomes available, patrons will receive an email notification. If Item(s) is/are not picked up within the stated timeframe, (typically 7 days, with some items having a 5 day pick-up) the item will be released to the next person on the hold list, or returned to the shelf. 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.

### **RENEWALS:**

Most items automatically renew six (6) times, unless they have been reserved by another patron. You will receive an email notification when items are renewed. New DVDs, Museum Passes, WiFi hotspots, and items in the Library of Things are not eligible for renewal.

### **NOTICES & LOST ITEMS:**

Reminder notices are sent via email several 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. The second and final notice is to constitute a bill. Lindenhurst Memorial Library does not charge overdue fees (with the exception of Museum Passes and WiFi hotspots). Patrons are responsible to pay any replacement costs for lost, damaged, or stolen items checked out on their library card. The Library Director or his/her designee, may waive a fee with extenuating circumstances, if deemed warranted. Waived fees are documented in the patron’s library card account.

The Library does not accept patron-supplied replacement copies for items damaged or lost. Items that are lost and paid for, are now the property of the patron if found after the thirty (30) day refund window, and cannot be

returned to the Library. The Library reserves the right to commence legal action in order to retrieve overdue items or payments for lost or damaged materials.

The Library will suspend a patron's borrowing privileges until library materials are returned, paid for, or other arrangements have been made.

## **PAYMENT METHODS:**

***At the Library:*** Cash, personal check, U.S. Postal Money Order, or credit card

***By mail:*** Personal check or U.S. Postal Money Order. Include cardholder's library barcode number in the note/memo field of mailed payment, as well as the notice or a note indicating item(s) being paid.

Lindenhurst Memorial Library  
Attn: Customer Service Dept.  
One Lee Avenue  
Lindenhurst, NY 11757

***Online:*** Pay using a credit card via your Library account, accessible through the Library's website, [www.lindenhurstlibrary.org](http://www.lindenhurstlibrary.org). The Library does not retain credit card information. Payment may be made for all accumulated fines or for individual items. Note that a minimum fine amount of \$1.00 is required to use online payment.

Refund requests for lost and paid materials are limited to thirty (30) days after a lost item payment was made. Only Lindenhurst Library items are eligible for a refund within the thirty days. There are no refunds, under any circumstances, for items borrowed from other libraries via inter-library loan or direct access borrowing.

## **LOST CARDS:**

Notify the Library immediately if your card is lost or stolen. You are responsible for all items checked out with your card. Replacement cost for a lost library card is \$2.00.

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February 17, 2000; March 23, 2000; June 22, 2000; October 19, 2000;  
September 20, 2001; October 25, 2001; February 28, 2002; April 14, 2005; May  
18, 2005; November 17, 2005; December 20, 2007; September 24, 2016; July 8,  
2017; April 25, 2018; August 15, 2018; December 19, 2020; April 19, 2022;  
September 20, 2022; August 21, 2023, February 24, 2025



**ALL INFORMATION MUST BE FILLED OUT TO ISSUE A CARD, INCLUDING EMAIL AND PHONE**

Date: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code and State: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ is this a (circle one) CELL or LANDLINE

Birthdate: (00/00/0000) \_\_\_\_\_ Current Grade in School for Students: \_\_\_\_\_

You will receive **EMAIL NOTIFICATIONS** for: items on hold ready for pick-up, due date slips, overdue notices. If you want a phone call (only for hold notifications) in addition to an email, CHECK HERE \_\_\_\_\_. You can log into your library account and choose to receive text messages for items on hold and/or approaching their due date and/or are overdue. **By signing this application, you are AGREEING to the following:**

- I agree to pay lost or damaged fees for any materials checked out to my library account
- I agree to pay any overdue fees for items like museum passes or hotspots checked out to my account
- If I am signing as the parent/guardian of a minor child, I understand that the Library has an open access policy to its materials and information sources, and does not restrict access to items, or limit access to the internet (except in accordance with the Children's Internet Protection Act, CIPA). I am responsible for deciding which materials, print and online, are appropriate for my child, and Library staff will not restrict access to materials.

**IF YOU DO NOT WANT YOUR CHILD TO HAVE A FULL ACCESS LIBRARY CARD** (access to all library materials, both print and online with the exception of museum passes and WIFI hotspots) **CHECK HERE \_\_\_\_\_**

Your child will have a limited access library card that only allows them to borrow material either from: The Children's Department (birth through 5<sup>th</sup> grade) or the Young Adult Department (grades 6-12).

**Applicant signature:** \_\_\_\_\_

**Parent/Guardian signature (if applicable)** \_\_\_\_\_

**Print Parent/Guardian name:** \_\_\_\_\_

**LIBRARY STAFF USE ONLY: INITIALS OF STAFF COMPLETING APPLICATION AND DATE \_\_\_\_\_**

\_\_\_\_ Proof of residency  
\_\_\_\_ Resident, 3 year expiration  
\_\_\_\_ Limited Access (circle one) child or teen card  
\_\_\_\_ Vulnerable Adult or Homeless card  
\_\_\_\_ Teacher/Business owner – ONE YEAR expiration

PALS database (CHECK ONE BELOW)  
\_\_\_\_ NEW card, not in database  
\_\_\_\_ Link cards (FAMILY)  
Transferred from \_\_\_\_\_  
BARCODE: 2180100 \_\_\_\_\_