

Circulation Policy North Babylon Public Library

1. Philosophy

The Director shall make such rules as may be necessary to ensure that the Library's collections are made available on an equal basis to residents of the community.

Length and type of loan of library materials shall be the responsibility of the Director. These rules may include as necessary the limiting of the number of books or other library materials a borrower is permitted to borrow, renew, or have in his or her possession at any one time. The Director shall take such action as may be required to ensure the recovery of books and other library materials borrowed and may deny borrowing privileges to borrowers who fail to return such material after due notice or who fail to pay fines or charges which may be levied as a result of such borrowing omissions.

Confidentiality - New York State Law (CPLR SECTION 4509) states:

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films, or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

2. Library Cards

The North Babylon Public Library will issue a three-year library card without charge to any resident provided the applicant complies with the requirements set forth in this document. A Children's card (J) will be given to children to grade 5, a Young Adult (YA) card will be given to students from grade 6 through age 18. Applicants over the age of 18 will be given an Adult card. The North Babylon Public Library does not sell library cards to non-residents.

Courtesy cards will be issued to out-of-county residents who are local employees upon presentation of proof of employment. No DA-ILL on courtesy cards. Materials available for borrowing on courtesy cards may be restricted, as determined by the Director.

Library cards will be issued upon receipt of a completed application plus acceptable proofs of residency.

Application requirements:

- Two current, different proofs of identification and of residence/out-of-county documentation
- Signature of applicant on application card agreeing to library regulations and practices
- Signature of applicant's parent/guardian on application card if applicant is under the age of 12

Juvenile (J) cardholders may use their cards to check out: all circulating juvenile materials. YA cardholders may check out all materials except adult DVDs/videocassettes. Adult cardholders may borrow all materials including adult DVDs/videocassettes.

Courtesy card patrons may use their cards to check out all materials as above, unless limited by the Library Director.

Parents who do not wish their minor children to have full access must contact the Library in writing. Parents who want their under-12 age children to have full access must contact the Library in writing.

Borrowers are required to use their own library card when checking out material and must produce a valid library card at the time of check out.

Borrowing privileges may be suspended by the Library for non-compliance with Library policies, or for tampering with any of the computerized systems, to be determined by the Director.

A charge of \$2.00 will be assessed for the replacement of a lost or stolen library card. Delinquent patrons must clear all delinquencies before their cards will be renewed.

Homebound: Library cards marked HB for homebound patrons will be provided to a friend or relative of that person when the following conditions are met:

- 2 forms of identification for the handicapped person are presented
- Physician/social worker/etc. documentation

Renewal of library cards will conform to the above policies; current proof of residency will be required. Delinquent patrons must clear all delinquencies before their cards will be renewed.

3. Loan Periods

Material Type	Days
Books (general)	21
Books (reference)	At the librarian's discretion, 1, non-renewable
Books (7-day)	7
Books on CD or cassette/ language cassettes	21
Paperbacks	21
Magazines	7
Vertical File	21
Large Type Books	21
Interlibrary Loans	Loan periods/renewals determined by owning library
DVDs (new)	3
DVDs/Videocassettes	7
Juvenile cassettes/books with cassettes	21
Compact discs	7

Tablets	7
CD ROMs	7
Games	7
Miscellaneous	21
Museum passes	1

Extended Summer Loan periods may be established.

4. Reserves

Circulating materials may be reserved by users with valid Suffolk County Library cards. Reserves will be filled in the order in which they are received by the library. Requests for new materials not owned by the library will be filled at the discretion of the Director and the professional staff, who will use the guidelines set forth in the library's Selection Policy in making purchase decisions.

5. Renewals

Circulating materials may be renewed up to six times unless a reserve exists on the material for another patron. Materials may be renewed in person or by using the "Patron Self-Renewal" feature in the Millennium/Sierra system. The library reserves the right to decline to renew materials in high demand.

6. Delinquencies: Overdue fines, bills and other charges

Materials will be considered overdue if they have not been returned or renewed by the established due date. Materials will continue to accrue fines until they are either renewed, returned, reported lost, or reported as "claims returned," up to the maximum fine allowed for the material type.

Overdue materials will accrue fines at the following rates, per item:

Material Type	Daily	Maximum
Books (general)	\$0.10	\$5.00
Books (reference)	\$1.00	\$25.00
Books (7 day)	\$0.10	\$5.00
Books on CD or cassette/language cassettes	\$0.10	\$5.00
Paperbacks	\$0.10	\$3.50
Magazines	\$0.10	\$3.50
Vertical File	\$0.10	\$5.00
Large Type Books	\$0.10	\$5.00
Interlibrary Loan materials	Determined by owning library	
DVDs (new)	\$1.00	\$10.00
DVDs/Videocassettes	\$1.00	\$10.00
Juvenile cassettes/books with cassettes	\$0.10	\$5.00

Compact Discs	\$0.10	\$5.00
Tablets	\$5.00	\$100.00
CD ROM	\$1.00	\$10.00
Games	\$1.00	\$10.00
Miscellaneous	\$1.00	\$5.00
Museum Passes	\$40.00	Full replacement

Lost or damaged materials will be billed at the library's purchase price or the current replacement price, whichever is greater.

Materials that are returned damaged, or missing essential components, will be billed at the full purchase or replacement price to the record of the patron who last borrowed them. The following schedule of additional charges will apply:

Books returned without their accompanying CD-ROMs: \$5.00

CD-ROM software

Album/case damaged or missing: \$5.00

Instructions, manuals, booklets damaged or missing: \$5.00

Jewel case damaged or missing: \$1.00

DVDs/videocassettes

Case damaged or missing : \$1.00

Cover damaged or missing : \$1.00

Instructions, manuals, booklets damaged or missing: \$5.00

Music CD/ book CD / books on cassette

Jewel case damaged or missing : \$1.00

Booklet, libretto, accompanying materials damaged or missing: \$5.00

Audio book album / case damaged or missing: \$3.00

Nexus Tablets

Google Nexus: \$346.00

Otter Box case: \$70.00

USB Cable/adaptor: \$13.00

Carrying Case: \$30.00

For items not reflected above, the Library Director will determine charges.

In the event of an emergency closing, fines will not be accrued for the duration of the closing. An emergency closing, however, does not remit other penalties, and does not preclude the library from taking any other action under the law.

Materials that are "claims returned" are not billed to the patron. "Claims returned" is not an option for materials that have been reported to a collection agency. Full payment, including a collection agency fee, will be required to reinstate library privileges.

Borrowing privileges may be withheld in the following circumstances: nonpayment of bills or nonpayment of fines and/or charges amounting to \$5.00 or more.

For billed materials owned by the North Babylon Public Library or accrued fines in excess of \$5.00, full restitution or return of the material is expected. A partial payment of 20%, not less than \$2.00, will be sufficient to enable the patron to check out a maximum of three pieces of library material on the day the payment is made. Billed charges must be cleared within one year.

Accounts in collections: full payment, including a collection agency fee, will be required to reinstate library privileges.

For billed materials owed to another library, full restitution must be made to that library before the patron may check out any materials. The owning library will determine the amount and form of the restitution.

Material that has been borrowed, reported lost, and then paid for, is eligible for a refund of the price paid if the material is returned in good condition within 60 days of the payment. There is no refund of overdue fines paid. After 60 days from the date the material was paid for, the material may not be returned for refund.

Materials that are over six months overdue may or may not be accepted as restitution, at the discretion of the Library. If overdue materials have been replaced, full payment for these materials is necessary, before full borrowing privileges will be restored.

Materials borrowed from another library will not be accepted as restitution after six months past the due date.

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