

PLAINEDGE PUBLIC LIBRARY

CIRCULATION POLICY

Adopted by the Board of Trustees March 17, 1991, Amended March 17, 1998, Amended October 17, 2001, Amended March 13, 2002, Amended April 23, 2002, Amended July 3, 2002, Amended October 16, 2002, Amended June 9, 2003, Amended July 2, 2003, Amended February 25, 2004, Amended March 17, 2004, Amended October 27, 2004, Amended November 18, 2004, Amended February 17, 2005, Amended June 20, 2007, Amended December 19, 2007, Amended February 22, 2010, Amended September 26, 2011, Amended January 18, 2012, Amended September 19, 2012, Amended February 13, 2014, Amended December 18, 2017, Amended, May 22, 2019

Fines and Fees - (Adopted by the Board of Trustees, February 22, 1995, Amended March 9, 2004, Amended June 9, 2003, Amended November 18, 2004, Amended February 17, 2005)

Faxing Fees (Amended by the Board of Trustees November 18, 2004)

Playaways - Adopted by the Board of Trustees December 19, 2007

I. Library Cards and Borrowing Privileges

A. Residents

The Plainedge Public Library issues Library cards without charge to residents of the Plainedge Union Free School District. Applicants must verify residency with proper identification. Library cards, issued to District residents, are valid for three years and entitle patrons to Direct Access privileges at other libraries within the Nassau Library System in accordance with the Code of Procedures as set forth by the member libraries of the Nassau Library System. This code provides for the borrowing of books and other materials throughout the Nassau Library System by all borrowers with a valid Library card issued by any member of the Nassau Library System.

B. Children's Library Cards

Children residing within the Plainedge School District may obtain a Library card at any age. However, a parent or guardian must sign the application for a child's Library card. By doing so, the parent or guardian accepts full responsibility for all Library materials borrowed on the card.

C. Non-Resident Taxpayers

Library cards may also be issued to non-residents who own property within the Plainedge School District and have proper proof of payment of Library taxes. Such cards shall be valid for one year and have the same Direct Access and borrowing privileges as those issued to residents.

D. Teachers in the Plainedge District, Business Owners and Their Employees

The owners and operators of businesses, as well as teachers, within the boundaries of the Plainedge Union Free School District are welcome to use the resources of the Plainedge Library. A letter of authorization with the company letterhead and signed by an officer of the company must be submitted. This officer shall be responsible for all lost and damaged materials charged out with this courtesy card. This card will be issued for one year and does not have Direct Access privileges.

E. Non-Residents

Library cards will not be issued to non-residents. State Mandated Access Cards, which are issued to non-taxpayers through the East Meadow or Levittown Libraries will be honored as Direct Access (out-of-district) patrons.

F. Students

Non-resident students who attend schools within the boundaries of the Plainedge School District may be issued Library cards. Students' cards are valid for one year and entitle the student to borrow books and other Library materials from the collection of the Plainedge Public Library only.

G. Resident Homes

Persons who reside in special residency homes within the Plainedge School District may be issued a Library card after proof of residency is established. Resident Home cards must be signed by the Director of the resident home.

H. Borrowing Privileges for Each Category of Patrons of the Plainedge Public Library

Borrowing Privilege	*Residents	*Non-Resident Student *Business Operator *Employees *Teachers	*Direct Access	State Mandated Access Cards
Books	Yes	Yes	Yes	Yes

Audio-Visual Material	Yes	Yes	Yes (limited)	Yes (limited)
Magazines	Yes	Yes	No	No
Inter-Library Loan	Yes	No	No	No
Direct Access	Yes	No	No	No
Reserve Books	Yes	Yes	No	No

II. General Procedures for Obtaining a Library Card

A. Applicants for Library cards must provide two (2) forms of identification with a valid address. Those applying for Library card privileges as district employees, students, or non-resident taxpayers must also provide two forms of identification with a valid address.

Acceptable forms of proof include, but are not limited to, driver's license, insurance cards, car registration, mortgage, lease/rental agreements, business cards, tax bill, utility or phone bill with a recent postmark. Post Office boxes are not sufficient proof of residence.

B. A parent who requests a Library card for their child, must sign the Library card application and accept responsibility for all Library materials borrowed on the child's card. The Library will not issue cards to children without parental permission and verification of address.

C. Students in the 6th grade may get parental permission to have full access to the adult book collection. They may borrow audio visual materials and DVDs as well. Students may use parental proof of residence or a previously issued valid Plainedge Library card as proof of residence.

D. Library cards will not be issued or renewed for persons with outstanding overdues or fines or without sufficient proof of residence. Patrons must clear their accounts in full before being issued a new or renewed card. Library cards will not be issued or renewed to a parent who has signed an application for a child's Library card that has outstanding overdue materials or fines in excess of \$10.00 until the child's account is cleared.

E. The fee for replacement of a lost or stolen Library card is \$1.00.

III. Direct Access

A. Since it is the responsibility of the Plainedge Public Library to reimburse other libraries for lost, damaged, or unreturned materials that are obtained by inter-library loan or that are borrowed on Direct Access, the Library cannot extend this privilege to anyone other than residents and non-resident taxpayers.

B. Borrowers with cards from other Nassau libraries with "Direct Access" indicated in their record, have the same privileges as residents except that the following may not be charged out on Direct Access cards:

Audiobooks - (less than 3 months in the Library collection)

New CDs - (less than 3 months in the collection)

Video Games, DVDs and BluRays - (less than 3 months in the collection)

C. Direct Access borrowers are not eligible to apply for inter-library loan materials through the Plainedge Library. Requests must be placed through their home library. Reserves and requests will not be taken from Direct Access patrons.

IV. Fines and Fees

A. The following fines shall be charged for materials returned after the date due:

Item	Fine (per item)
Adult and YA Books/Magazines	.10 per day/maximum fine \$5.00
Juvenile Books/Magazines	.05 per day/maximum fine \$5.00
DVDs, Blu Rays	\$2.00 per day/maximum fine \$10.00
Playaways/Audiobooks	.10 per day/maximum fine \$5.00
Tools	\$2.00 per day/maximum fine \$10.00
CDs	.25 per day/maximum fine \$10.00
Video Games	\$2.00 per day/maximum fine \$10.00

B. Patrons whose fines exceed \$10.00 or who have failed to return overdue Library materials after the second notice, will have their borrowing privileges suspended.

C. Borrowers will be required to pay the repair or replacement costs, as determined by the Library, for all lost or damaged material.

D. When the Library is closed, borrowers may return books and audiobooks in the book depository located in the front of the Library. DVDs and CDs may be returned in the outside drop box when the Library is closed. Museum passes, Ereaders and wifi hotspots, may not be returned in the book drop.

V. Vacation Loan

During the months of July and August, older fiction and non-fiction (more than 1 year) may be borrowed for extended loan periods and must be returned by the fourth Friday in September.

VI. Reserves

Reserves must be placed online. This can be done by Plainedge Library Staff, or by residents themselves. Patrons will be notified by email, text message, or phone call, when their item is received. There is no charge for reserving materials. All Plainedge materials are reserveable for Plainedge patrons.

VII. Magazines and Periodicals

The recent issue of periodicals, magazines and journals will remain on reference until the new issue is received at which time the previous edition will be available for a 7-day loan. Out-of-district patrons may not borrow periodicals, magazines or journals.

VIII. Circulation Rules

New DVDs/BluRays

- Circulate 3 days.
- Limit 2 per card.
- \$2.00 per day, Maximum \$10.00
- Non-reservable

New Music CDs

- Circulate 28 days
- \$.25 per day, Maximum \$10.00
- Reservable

Older DVDs/BluRays (older than 3 months)

- Circulate 7 days
- Limit 4 per card
- \$2.00 per day, Maximum \$10.00
- Reservable

Music CDs, (older than 3 months)

- Circulate 28 days
- \$.25 per day, Maximum \$10.00
- Reservable

PLAYAWAY/AUDIOBOOKS

- Circulate 28 days.
- 10 cents per day, per item, overdue fine \$5. per item, maximum fine.
- Limit of two per Library card.
- New Playaways, less than 3 months in collection, may not be borrowed by out-of-district patrons.
- Reservable

VIDEO GAMES

- Circulate 7 days

- \$2.00 per day, per item, overdue fine
- \$10.00 Maximum fine
- Limit 2 on each Child's card
- Reservable

STORYTIME TO GO

- Circulate 7 days
- \$1.00 per day, per item, overdue fine
- \$10.00 Maximum fine
- Limit 1 on each Child's card
- Reservable

TOOLS

- Circulate 7 days
- \$2.00 per day, per item, overdue fine
- \$5.00 per item, Maximum fine \$5.00
- Reservable

FINES

If a patron owes more than \$10.00, they cannot borrow any Library materials until the fine is paid.

FAXING FEES

Sending

- \$1.00 per page

Receiving

- We do not receive faxes.

NO INTERNATIONAL FAXES