

Circulation Policy

Library Cards

All West Islip School District residents* are eligible for a Library Card. A valid library card is required to check out materials from the collection.

To establish school district residency, two pieces of identification with both a name and a West Islip address should be submitted. Acceptable forms of ID are as follows:

- Valid NYS Driver's License
- Vehicle Registration
- Vehicle Insurance card
- Motor Vehicle Identification card
- Recent utility bills, current cell phone bill, etc.
- Property tax statement
- Town of Islip issued Recreation Card and/or Town of Islip issued Senior Citizen Card
- Check book
- Student ID Card or school schedule

*Children from birth through the end of 6th grade will be issued a "Juvenile card" using two forms of their parent's ID from the list provided above.

Lost Library Cards will be replaced as follows:

\$0.25 for first replacement. \$1.00 for each replacement thereafter.

Non-Residents/ Property Owners

Non-resident property owners receive a Courtesy library card using the above ID requirements plus current title/ tax statement/ lease. They will receive the same services as Homeowners.

West Islip Schools Teachers/Students

Anyone residing outside of West Islip that is teaching or attending a West Islip school, should obtain a library card at their home library; that card may then be used at West Islip Library. Those residing in an area other than Suffolk County, may be issued a "Courtesy" Library card, using the proper ID such as a West Islip Schools payroll stub that shows both their home address and their school ID. A card will be issued with "Local Use Only" privileges and will be valid until the school year ends in June. Local Use Only cards may only be used at the West Islip Public Library.

Clergy

A "Local Use Only" card (valid for 1 year from date of application), is a Courtesy Card that is issued to all clergy residing in West Islip Churches/Convents. The same identification requirements listed above apply.

Non-District Resident Circulation Policy

The West Islip Public Library is a member of the Suffolk Cooperative Library System (SCLS) and follows the SCLS Resource Sharing Code as established by SCLS and its member libraries.

Any borrower possessing a valid full service borrower's card, in good standing, issued by any member library of SCLS may utilize the resources of the West Islip Public 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) Civil Service/Test Books, and Periodicals due to local due to high local demand.
- c) New 3-day loan DVDs, Museum Passes, and Library of Things collection items, due to high local demand.

The West Islip Public Library agrees to make its full collections available through inter-library loan to other member libraries of the Suffolk Cooperative Library System under the rules and procedures as defined by SCLS.

The following restrictions apply inter-library loans;

- a) Materials that do not circulate to local residents;
- b) Civil Service/Test Books, and Periodicals due to high local demand
- c) New 3-day loan DVDs, Museum Passes, and Library of Things collection items, due to high local demand.

LOAN AND FINE POLICY.

Proceeds from fines are used to reduce tax appropriations. The following charges are made to encourage prompt return of material to meet the needs of library patrons. When material is 5 weeks overdue a patron is notified and library privileges suspended until the item is returned or fines and replacement costs are paid. Patrons will be billed the replacement charge for any item lost or returned in damaged condition. Replacement cost will be the original cost of the item (less any overdue fines paid). We cannot accept privately purchased substitute items.

LOAN PERIODS (subject to change)

- ADULT NON-FICTION (limit 3 per subject) 28 days
- JUVENILE NON-FICTION (limit 3 per subject) 28 days
- ADULT FICTION (limit 3 per author) 28 days
- JUVENILE FICTION (limit 3 per author) 28 days
- LIMITED LOAN (new books on reserve) 14 days
- PERIODICALS (limit 6) 14 days
- CIVIL SERVICE (WI School District Residents only) 7 days
- AUDIOCASSETTES/CD TALKING BOOKS, etc 21 days
- ADULT AND CHILDREN'S CD ROM SOFTWARE 21 days
- POPULAR DVDs/VIDEOS 7 days
- NEW DVD/VIDEOS 3 days
- SPECIAL INTEREST/HOW-TO DVDs/VIDEOS 7 days
- JUVENILE DVDs/VIDEOS 7 days
- JUVENILE TALKING BOOKS/CDs, etc. 21 days
- LIBRARY OF THINGS Various depending on item
- MUSEUM PASSES 3 days

Renewals:

Most circulating materials can be renewed. The Innovative Sierra Circulation System administered by the Partnership of Automated Libraries (PALS) will automatically renew materials for patrons except in the following situations:

- If there are holds on the item.
- It is a non-renewable item (Museum Passes, New DVD, Library of Things)
- If the patron's card is expired.
- If the patron owes more than \$5 on their card.

Fines:

(a) 5 cents (\$.05) per day for regular materials and 10 cents (\$.10) per day for 'limited loan' materials, with maximum fines for most adult materials at \$3.00 per item (except the maximum fine for 'limited loan' materials at \$5.00 per item) and maximum fines for children's materials shall be \$3.00 per item.

(b) that fines remain at \$0.50 per day with a \$5.00 for 7-day video and \$1.00 per day with a maximum of \$10 for 3-day video (except that, after being overdue for 30 days, the cost of the item will be charged).

(c) that a fee of \$5.00 for a lost or damaged DVD case be charged.

(d) that fines for items in the Library of Things will be \$10 a day to a maximum fine of \$100, after which the cost of the item will be billed.

(e) that fines for Museum Passes will be \$20 a day, with a maximum fine of \$200. After which the cost of the pass will be billed.

(f) In order to facilitate the frequent use of the library collection as part of their official duties, library staff and trustees will not accrue overdue fines.

(g) The Director or their designee may elect to waive fines in the event of unusual conditions or situations regarding individuals or the community at large. In response to the COVID-19 Pandemic and recovery, collection of fines is waived until further notice, with the exception of those things cited in items (d) and (e). This does not apply to fees for lost or damaged items.

Reviewed and Amended September 15, 2021