

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, Amended July 1, 2021, Amended to add Rokus December 20, 2021, Amended on April 18, 2022, Amended on May 17, 2023

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

Online Library Card Registration added, December 16, 2019

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. Cards, in good standing, can be renewed every 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 themselves have a card in good standing, and 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	Yes	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, one must be a photo identification. 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.

Plainedge patrons can apply for a library card, online. They will be issued a barcode, typically within 48 hours. The barcode can be used to use the databases, reserve books, checkout eBooks and audiobooks, make museum pass reservations, etc. The card will be issued for one month only. When the card is picked up in person, we will extend the expiration for the entire three years. Patrons should be prepared to show identification when they pick up the library card.

Renewals can also be done online, with the same basic procedure as outlined above, assuming the patron does not owe more than \$10.00. The renewal application can be filled out, and a copy of driver's license or one form of photo identification uploaded. Our staff will extend the expiration date for one month. At that time, the patron will need to come in to pick up their card, and the expiration date will be adjusted to the full time allowed.

B. A parent who requests a Library card for their child, must themselves have a library card, in good standing. And, they 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. Once a student is in the 6th grade may get parental permission to have full access to the adult book collection, and their account is now marked as "Young Adult." 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. When they reach age 18, they will get a new adult card.

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.

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
- New CDs
- DVDs and Blu-rays
- Museum Passes
- Hotspots
- E-Readers
- Tools
- Library of Things items
- Roku Streaming Sticks

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

The Plainedge Board of Trustees has opted for a hybrid, fine-free model of service. "Fine Free" does NOT mean "No responsibility." It means that we wish to remove barriers to using the library and borrowing items. We will send reminders and notices and will expect items back in a timely manner.

The fine free policy does NOT apply to, e-readers, museum passes, Library of Things items, or Wi-Fi hotspots, or Roku streaming sticks. Patrons will be responsible for paying for replacement of lost or damaged items.

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

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

Item	Fine (per item)
Tools/Library of Things/E-Readers	\$2.00 per day/maximum fine \$10.00
Rokus	\$2.00 per day/maximum fine \$10.00
Wi-Fi Hotspots	\$2.00 per day/maximum fine \$10.00
Museum Passes	\$10.00 per day/maximum to replacement cost

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. Borrowers may return materials in the book drop. Museum passes, Library of Things items, Kindles, Hot Spots, and Rokus must be returned inside the library.

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. Most Plainedge materials are reserveable for Plainedge patrons.

VII. Magazines and Periodicals

The most recent issue of periodicals will not circulate 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. All newspapers are for reference use only.

VIII. Circulation Rules

NEW DVDS/BLURAYS (up to 6 months)

- Circulate 3 days.
- Limit 2 per card.
- Reservable

VIDEO GAMES

- Circulate 7 days
- Limit 2 on each Child's card
- Reservable

TOOLS

- Circulate 7 days
- \$2.00 per day, per item, overdue fine
- \$10.00 maximum fine
- Reservable, for Local Patrons only
- Sign a liability form

ROKUS

- Circulate 7 days, with 1 renewal if no one is waiting
- A maximum of 1 Roku per family may be borrowed at one time.
- \$2.00 per day, per item, overdue fine
- \$10.00 maximum fine
- The charge for a lost or damaged Roku is \$40; \$20 for just the remote.
- Must be returned inside the library.
- Reservable, for Local Patrons only

LIBRARY OF THINGS

- Circulate 7 days, with no renewal
- Limit of 1 item at a time. No renewals.
- Must be returned inside the library. Returns via the book drop will result in a \$10.00 fee.
- There will be a \$10.00 per day charge if the "Library of Things" item is returned late, up to the cost of a new identical replacement item.
- Reservable, for Local Patrons only
- Heart monitor – must sign "Consent to Usage" form BP Cuff

WI-FI HOTSPOTS

- Circulate 10 days, with no renewal
- A maximum of 1 Hotspot per family may be borrowed at one time, and may be borrowed only once a month.
- Hotspots must be returned inside the library.
- \$2.00 per day, per item, overdue fine
- \$10.00 maximum fine
- The replacement fee for a lost Hotspot is \$72. The cost for an unreturned power cord AND/OR outlet adapter is \$10. The cost for a damaged Hotspot will be determined by the Library Director not to exceed the price of the full cost of a new item \$72.
- Reservable, for Local Patrons only

EREADERS

- E-readers are loaned for 2 weeks, and are renewable.
- Only one E-Reader may be borrowed at one time per family.
- The E-Reader may not be returned to another library, not placed in the book or media drop.
- \$2.00 per day overdue fine
- \$10.00 maximum fine
- Replacement fee of \$50 if it is lost or damaged.

- Reservable, for Local Patrons only

MUSEUM PASSES

- Circulate 3 days, with no renewal – Long Island Children’s Museum, and NY State Empire Pass.
- Print on demand passes are 1 day, and do not need to be returned.
- \$10.00 per day late, up to replacement cost
- In the event that a non-return or late return of a pass necessitates the library to pay the entrance fee for the next user, the entry fee to that museum will be attached to the borrower’s record.
- Replacement fee varies based on the cost of the specific pass.
- Passes needing to be returned, must be returned to the reference desk inside the library.
- A maximum of 1 pass per family may be borrowed at one time, and each pass may be borrowed once every 30days.
- Reservable up to 30 days in advance, for Local Patrons only

ILS RESOURCE SHARING CODE

- Plainedge Library adheres to the Nassau Library System, ILS Resource Sharing Code: In order to provide Nassau County residents equitable access to shared materials, Plainedge has adopted the following preferred loan periods.

Circulating Print Materials Over 6 Months Old	28 Days
Circulating New Print Non-Fiction	28 Days
Circulating New Print Fiction	14 Days
Circulating Audiovisual Materials Over 1 Year Old	7 Days
Circulating New Audiovisual Materials	3 Days

Miscellaneous Costs: Printing, Copying, Faxing

- Printing/ Wireless Printing: Patrons are entitled to \$1.00 of free printing per day, with .10 per b/w page charge and .25 for color, above the initial 10 pages.
- Faxing: \$1.00 per page
- Copying at the copy machines: .10 for b/w and .25 for color copies
- We accept most major credit cards.