



## **BORROWER REGISTRATION**

### **Adult/Young Adult Cards**

Any resident of the Longwood Central School District, 17 years of age or older, upon presentation of one current proof of residency (i.e.: driver's license, school ID, report card, recent utility or telephone bill, car registration, insurance card, etc.) may complete an application and be issued a library card with full borrowing privileges and responsibilities. A post office box is not acceptable as proof of residency, with some exceptions (see Documentation of Address). New library cards will be mailed to verify address, unless the proof of residency is a valid NYS driver's license or non-driver identification card officially printed with the current address. New patrons are permitted to borrow five items (excluding new books, new movies, videogames, and devices/equipment) when they successfully apply for a library card. Once the address has been verified, either by mailing the card or presentation of identification described above, this limit is lifted. Library cards expire after 3 years.

### **Teen Cards**

An application for a teen between the ages of 12 and 16 years must be completed and signed by a parent or legal guardian responsible for the minor. The parent or legal guardian, by signing the application, accepts responsibility for late or lost materials. Teen library cards grant users full Internet access on library computers, unless the parent or legal guardian chooses otherwise on the library card application.

### **Children's Cards**

An application for a child under the age of 12 years must be completed and signed by a parent or legal guardian responsible for the minor. The parent or legal guardian, by signing the application, accepts responsibility for late or lost materials. Children's library cards grant users full Internet access on library computers and the ability to borrow materials from most library collections, unless the parent or legal guardian chooses otherwise on the library card application. The limited access option does not permit access to the Internet on library computers and only allows the child to borrow materials from the Children's Room.

### **Business Cards**

Should a request for library privileges be received from an individual owning a business in the Longwood district, a library card may be issued in the name of the business. Proof of address on letterhead signed by the owner is required. The owner will provide the names of employees who are authorized to use the card. Such library cards will be limited to local use only with interlibrary loan request privileges. Accordingly, any overdue or lost library materials would then become the responsibility of the business owner. Library cards will expire after 1 year. Business library cards may not be used to borrow museum passes or equipment and gadgets.

### **Brookhaven National Laboratory Residents**

Longwood Public Library will grant Brookhaven National Laboratory residents full library privileges. Brookhaven National Laboratory will provide the library with forwarding addresses of former residents required to send overdue notices. Library cards will expire after 1 year.

### **Teacher Cards**

As a courtesy, the library offers non-resident teachers in the Longwood Central School District the opportunity to apply for limited access teacher cards. These allow typical borrowing privileges as well as access to the library's online resources. Some items may be limited based on high demand. Teacher cards may not be used to register for programs or to borrow museum passes. Teacher cards expire annually on June 30 and need to be renewed each school year. In order to apply, a teacher must provide a current Longwood school photo identification card and a valid home library card from another library in Suffolk County. At the discretion of the library director, teacher card privileges may be revoked if a teacher loses library materials, incurs excessive fines, or is otherwise negligent.

### **Digital Cards**

The library offers district residents an online application for library cards that grant digital-only access for a 1-year period. These cards are mailed to validate the address. Cardholders who choose to come in to the library with current proof of residency (see Adult/Young Adult Cards, above) are eligible to receive a full-access account.

### **Lost or Stolen Cards**

In the event a library card is lost or stolen, it is the responsibility of the cardholder to notify the library to stop the card. The cardholder is responsible for materials checked out on the card until the library is notified. A replacement card will be issued upon presentation of current proof of residency and a \$1 service fee for the replacement of a lost or stolen library card.

### **Renewals**

In order to renew a library card, a patron must verify that their contact information is still valid.

### **Good Standing**

Cardholders are encouraged to keep their library cards in "good standing" by returning materials on time and paying fines or fees owed. Patrons whose cards are not in good standing will not be permitted to borrow materials if unpaid fines and fees exceed \$10 or if they fail to return long overdue materials.

### **Documentation of Address**

In order to qualify for a full-access library card, an individual is required to provide documentation of a mailing address in the library district. In the case of individuals who are unable to provide proof of such an address, the library will accept alternatives, including but not limited to:

- The address of a shelter, church or other social service entity where they can receive mail
- A post office box
- An email address

When no documentation can be provided to establish a mailing address, the individual must complete an affidavit and will be issued a card for a period of one year. Patrons who cannot supply a mailing address should be encouraged to provide an email address so that library notices can be sent. All other borrowing rules and regulations shall apply.

Policy 700-10

Adopted 1/85

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