



## LOAN RULES AND BORROWING PRIVILEGES

Library materials circulate for different loan periods as noted in the chart below. On occasion, the library may shorten the loan period of certain high-demand items. Overdue fines vary by type of material. Patrons with valid Longwood Public Library cards may borrow up to 70 items at a given time. Patrons wishing to borrow library material must present their library card.

Material	Loan Period (days)	Renewals	Limit	Overdue fine per day	Maximum overdue fine	Available to out-of-district patrons
New fiction books	14	6	None	\$0.00	\$0.00	No
New nonfiction books	14	6	None	\$0.00	\$0.00	Yes
Other books	28	6	None	\$0.00	\$0.00	Yes
Magazines	14	6	None	\$0.00	\$0.00	Yes
New DVDs/BluRays	7	6	10	\$0.00	\$0.00	No
Entertainment DVDs/BluRays	28	6	None	\$0.00	\$0.00	Yes
Nonfiction DVDs	28	6	None	\$0.00	\$0.00	Yes
Books on CD	28	6	None	\$0.00	\$0.00	Yes
Music CDs	28	6	None	\$0.00	\$0.00	Yes
Videogames	7	6	3	\$1.00	\$10.00	No
Playaways	28	6	None	\$0.00	\$0.00	Yes
Playaway Views	14	6	1	\$1.00	\$10.00	No
Launchpads	14	6	1	\$1.00	\$10.00	No
Nooks & Kindles	14	6	1	\$1.00	\$10.00	No
Equipment & Gadgets	14	1	2 *	\$1.00	\$10.00	No
J Kits	7	6	1	\$0.05	\$3.00	No
1000 Books Before K Kits	14	1	1	\$0.00	\$0.00	No
Interlibrary-loaned material	All items owned by other libraries follow the loan periods, fines and renewals set by the lending library. These policies vary by library.					

\*note: limit of one hotspot per household

### Overdue Material

It is the patron's responsibility to return materials on time. Patrons who have opted into email or SMS notification may receive courtesy messages advising that material due dates are approaching. 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

overdue materials for which bills have been issued. The delinquent borrowing record of one member of a family cannot be used against another member of the same family.

### **Lost Items**

Borrowers will be charged retail price for lost or damaged library materials.

### **Direct Access**

Borrowing privileges by Longwood Public Library patrons at other Suffolk County public libraries are governed by the provisions of the Suffolk Cooperative Library System (SCLS) Resource Sharing Code.

Likewise, Longwood Public Library extends borrowing privileges to patrons of other Suffolk County public libraries in accordance with the Resource Sharing Code. High-demand items and new items are reserved for Longwood Public Library patrons only (see chart).

### **Interlibrary Loan**

Whenever possible, the library uses all available interlibrary loan networks to obtain material requested by patrons with valid Longwood Public Library cards.

### **Reserves**

Patrons with library cards in good standing may place holds (reserves) on materials which the library owns but which are currently checked out. Reserved items are held for a period of time which may vary depending upon the rules of the library which provided the item. When a borrower is unable to come in to pick up reserved material, the material may be picked up by another designee provided he or she has the borrower's library card.

### **Requests for Purchase**

Patrons with Longwood Public Library cards in good standing may request that the library purchase specific material for the collection. Such material will be subject to the Materials Selection policy. A patron's request does not guarantee the purchase of an item for the library's collection.

### **Confidentiality of Library Records**

According to New York State Law (CPLR 4509), a patron's library records are confidential, regardless of age. No one can access patron registration or borrowing information without proper legal authority. Library staff cannot tell patrons what materials are checked out or placed on hold. Patrons may use the library's mobile app or the "My Library Account" function available online to review their own information.

### **Homebound Patrons**

The library provides homebound service, when necessary, to meet the special needs of district residents. This service shall provide a mail delivery service to patrons with special needs to meet their informational and recreational requirements. While the

library staff will make every attempt to fill a patron's informational needs, the depth of research for an individual inquiry will be left to the discretion of the librarian.

This service is provided for patrons with a temporary or permanent physical disability that prevents them from coming to the library, or confinement at home because of prolonged illness, extended convalescence, or other serious health concerns. Patrons must have a valid Longwood Public Library card. The library may also require the signature of a certifying authority, such as a healthcare provider.

The loan period for these materials will be doubled. No overdue extended use charges will be collected; however, patrons will be financially responsible for any lost or damaged materials.

### **Renewals**

Most Longwood Public Library materials may be renewed a certain number of times unless they are on reserve for other patrons. The number of renewals permitted is designated on the Loan Rules chart above. A library card in good standing is required to renew materials. Patrons may renew materials in person, by accessing their patron record online or by telephone.

### **Material Limits**

The library typically limits the number of items of a particular format which may be borrowed by a patron (see chart). On occasion, the number of holiday books or high-demand materials a patron can borrow may also be restricted by the library, at the discretion of the Library Director or his/her designee.

### **Reference Materials**

Items in the Reference collection must be used in the library. In rare instances, librarians may give permission for a reference book to circulate, for a specified time, to district resident cardholders in good standing.

### **In-House Materials**

The library offers some materials for in-house use only. These include iPads, Make-It kits and charging cables. These items are limited to one item (of each type) per Longwood cardholder. The item will be checked out for the length of the patron's visit and may only be used in the library. A replacement fee will be charged for any item that is damaged or stolen.

### **Miscellaneous**

Some materials may only be borrowed by adult Longwood Public Library cardholders.

Patrons may be required to sign borrower agreements in order to borrow library materials of certain types.

Some fragile or bulky items may not be placed in the bookdrop and must be returned in person to the Circulation Desk. Borrowers are responsible for items until they are checked in by library staff. Return receipts are available upon request.

The library is not responsible for damage to a borrower's equipment when using library materials.

Some items such as ebook readers and Rokus have selected titles or apps downloaded to them by library staff. Borrowers are not permitted to add other titles or software to library equipment without express permission, or to change settings or passwords.

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