



## **COMMACK PUBLIC LIBRARY BORROWING RULES**

These rules are promulgated by the Board of Trustees of the Commack Public Library to provide guidance to the staff, and a reference for patrons. Patrons should be mindful that when they sign their library card applications they are agreeing to abide by these rules and all other Library rules and policies. On a day-to-day basis, the application of these rules and policies and/or their interpretation is the province of the Director or the Librarian in Charge.

- I. The library issues three types of library cards.
  - A. Resident cards for taxpaying residents and their families 'residing in the Huntington section of UFSD # 10. Resident patrons in good standing must have their cards renewed every three years.
  - B. Business cards for owners of taxpaying business of the Huntington section of UFSD #10. Business cards must be renewed annually upon proof of ownership.
  - C. Courtesy cards for permanent full-time employees of UFSD #10 must be renewed at the beginning of each school year, provided proof of full-time employment is shown.

All patrons must be in good standing before their cards are renewed.

- II. Proof of residency, taxpaying, or business ownership must be shown before an application for a library card will be processed.
  - A. Adults must show two acceptable forms of identification.
  - B. Children under 14 must have a parent/guardian sign their applications
  - C. Children who apply for library cards and are not accompanied by a parent/guardian will have their applications mailed to their homes for that signature.

III. Patrons must present a library card to borrow library material. Patrons who forget their library cards may check out material on their application upon producing proper



identification. This courtesy will only be extended once. Patrons who subsequently do not present their borrowers card will be presumed to have lost their card and will have to pay the applicable lost card fee.

#### IV. Patrons are responsible for all material checked out to their library cards.

- A. If a library card is lost, patrons must notify the Library as soon as possible either by phone or in person. The lost or stolen card is removed from the Library's computer at that time, and the event is noted on the back of the patrons' application. Patrons are liable for all material checked out on the lost or stolen card prior to informing the library of the loss. If the patron is in good standing, a new card will be issued if requested.
- B. Patrons may check out no more than three books on one subject unless a librarian grants specific permission.
- C. Heavy demand in a particular area may require a greater restriction at a particular time.

#### VI. Extended use fees

- A. A 5-cent a day fee will be charged for all adult reading material kept beyond its normal loan period. The maximum fee for such material returned in good condition shall be \$5.00 or one-half the cost of the material, whichever is less.
- B. A 2-cent a day fee will be charged for all juvenile and young teen/young adult reading material kept beyond its normal loan period. The maximum fee for such material returned in good condition shall be \$1.00 or one-half the cost of the material whichever is less.
- C. A fee of \$1.00 a day, will be charged for videocassettes that are returned overdue. The maximum fee for cassettes returned in good condition is \$24.00 or one-half the price of the cassette whichever is less.
- D. A fee of \$300 per day will be charged for new software, (Software that has been in the collection 1 year or less) A fee of \$1.00 per day will be charged for all other software. The maximum fee for software returned in good condition is \$24.00 or one-half the price of the software, whichever is less.



- E. A fee of \$1.00 per day will be charged for video games. The maximum fee for video games returned in good condition is \$24.00 or one half the price of the video game, whichever is less.

VIII.

- A. Patrons who lose hard cover books will be charged list price for those books.
- B. Patrons who lose paperbacks will be charge the list price for those books.
- C. Any other cataloged material will be charged at a minimum of \$2.00 or the replacement cost of that material, whichever is greater.
- D. Lost or damaged audiovisual materials will be charged at replacement cost plus processing.
- E. The library will always accept replacement of the material in lieu of its replacement cost.

- IX. Patrons will receive a receipt when they pay for lost material. If lost material is found within 30 days of the issuing of the receipt, the library will refund the amount of the receipt less the extended use fee computed to the day of return.

- A. Audio Cassettes and compact discs circulate for 7 days, and, the rules applying to overdue books and lost books shall similarly apply to audiocassettes and compact discs
- B. Video Cassettes, software, video games and DVD's circulate for 7 days unless otherwise marked.
- C. Books on tape/cd's circulate for 14 days unless otherwise marked.
- D. Patrons should be mindful of the delicate nature of audiovisual material as they will be held responsible for all damage resulting from abuse by them.



E. Instructional cassettes circulate for seven days.

XI.

- A. Adult cards will be issued upon completion of ninth grade, or upon reaching the 14<sup>th</sup> birthday unless parents prefer to have their children retain their juvenile cards until some other date between ages 14 and 18. In such cases, the library will issue a specially marked juvenile card that will not convert to an adult card without parental intervention or until the child reaches the age of 18. Parents whose children in this age group currently hold regular adult cards may request that those cards be recalled and juvenile cards be issued in their stead.
- B. Children are eligible for library cards upon request. Children using a juvenile card may borrow juvenile and young teen material only, except when other material is approved by a librarian.

XII.

Parents who wish to allow their children to read adult material before they have reached their 14<sup>th</sup> birthday or before they have completed 9<sup>th</sup> grade, may let their children use one of the family's adult cards. A Child in the possession of an adult card will be permitted access to all adult material.

- A. Patrons under the age of 18 who wish to use the Library's computers/typewriter must have their parents or guardians sign a financial responsibility form before such use is permitted.

XIII. Patrons may have exclusive use of library materials in the library to a maximum of one hour when other patrons are waiting for that material.

XIV. Use of the computers is limited to one hour when other patrons are waiting.

XV. Use of the microfilm readers or reader/printers are limited to twenty minutes when other patrons are waiting.