

## **CIRCULATION POLICY**

### **Library Card Registration**

#### **How to get a Library card**

If you are a Deer Park School District resident and do not have a Deer Park Public Library Card, please apply for one.

Adults, 18 years of age and over, please present one of the following **items printed by New York State with your name and address**

- Unexpired NYS driver's license
- Unexpired NYS non-driver's ID

#### **OR**

Adults, 18 years of age and over, please present **two** of the following items – **dated within the past 60 days** – with **your name and address preprinted by the issuer**

- NYS auto registration or insurance card
- Federal, State, County and Town Government issued ID
- Notarized lease on official form or letterhead
- Property tax receipt
- Property deed
- Business statements (utility bill, bank statement or credit card statement)

All children residing in the Deer Park School District may have a Library Card in their name.

Both the child and parent must be present when applying for a child's card.

Each patron must present their own Library Card in order to use Library services.

#### **Get a Temporary Card Online**

Patrons can apply for a temporary card online for access to the databases and free downloads at <http://www.sclsmap.info/>

*Prior Revision approved by Board of Trustees May 28, 2014  
Approved by Board of Trustees March 23, 2016*

Library cardholders are responsible for all materials borrowed with their cards.

**OPTIONS:** New patrons will receive either a credit-card-size Library card or a set of 3 keychain cards, without charge. If a new patron wants both, a \$1.00 fee will be required. Established patrons (with traditional credit-card-size Library cards) may have a set of 3 keychain cards generated for a \$1.00 fee.

**RENEWAL:** Library cards will be renewed every two years. Adult Library card holders must show current proof verifying the Deer Park address to update their cards. Children's cards can be renewed upon the presentation of a school ID with or without a guardian's presence.

**LOCAL USE ONLY CARDS** are issued to patrons who will be residing in Deer Park for the short term. They are issued for 6 months and require a letter from the agency where the applicant is residing or a notarized letter from the Deer Park property owners as proof. Cards may be renewed at the end of the 6 month period as long as proper Deer Park identification is shown.

- Cards allow the borrowing of Deer Park Public Library materials only. LUO patrons are restricted to 5 items at a time on their card.
- No inter-library loans are permitted.

#### **FINES, FEES and CAVEATS.**

Loan periods, fine rates, and the availability of renewal, etc. on particular items are as noted in the chart attached.

Borrowing privileges will be suspended when a bill for more than \$5 has been sent for overdue and/or damaged items from any Library in the Suffolk County Cooperative Library System.

Deer Park items overdue in excess of one year are not returnable, the patron must pay the replacement cost; we do not accept substitutions. Delinquent interloan items are similarly not accepted for return.

**LOST:** If a Library card is lost, please notify the Library as soon as possible. There is a replacement fee of \$1.00 for lost cards or if a new card is requested.

Visit the Library's website (<https://www.deerparklibrary.org>) to register for a temporary card. When you come into the Library, complete the process by showing us the proper identification and receive your actual card.

Please remember to bring your card every time you come to the Library.

*Prior Revision approved by Board of Trustees May 28, 2014  
Approved by Board of Trustees March 23, 2016*

## **Deer Park Teacher Local Use Only (LUO) Library Card Policy**

As of January 2015, Deer Park Public Library will issue Local Use Only Library Cards to Deer Park Teachers who are not residents of the district.

This will allow teachers to have full access to databases available through Deer Park Public Library.

LUO cards are valid at Deer Park Public Library only. The LUO card allows borrowing a total of 5 items owned by Deer Park Public Library. Borrowing from other libraries is not permitted with an LUO card.

The cards are valid until June 30th. Teachers need to reapply for a Deer Park Public Library Card each new school term.

Cards will be issued to classroom teachers only.

Upon being provided by the school with a list of classroom teachers who are eligible for LUO cards, the library will deliver Deer Park Teachers LUO Library Card applications to the school for completion.

Teachers requesting an LUO card must come in person to the library. Upon returning the completed application and presenting a valid Deer Park School District Photo ID, an LUO card will be issued.

*Approved by the Board of Trustees  
January 28, 2015*