

# Deer Park Public Library 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

Prior Revision approved by Board of Trustees May 28, 2014  
Revision approved by Board of Trustees March 23, 2016  
Revision approved by Board of Trustees September 23, 2020

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

OPTIONS. New patrons will receive a credit-card-size library card or a set of 3 keychain cards, without charge. Established patrons (with traditional credit-card-size library cards) may have a set of 3 keychain cards generated.

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 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 interlibrary 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, 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.

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

Prior Revision approved by Board of Trustees May 28, 2014  
Revision approved by Board of Trustees March 23, 2016  
Revision approved by Board of Trustees September 23, 2020

## 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.

Prior Revision approved by Board of Trustees May 28, 2014

Revision approved by Board of Trustees March 23, 2016

Revision approved by Board of Trustees September 23, 2020

TYPE OF MATERIAL		AMOUNT ALLOWED	CIRC (days)	FINE Per day	CARD LIMIT	DIRECT ACCESS	ILL	RENEWABLE
								*if there are no holds
MAGAZINES	Adult + Juv	3 per title	14	0.05	N	N	N	Y
MUSIC CDS	Adult + Juv	25	14	0.05	N	Y	Y	Y
CD-ROMs	Adult + Juv	U	14	0.05	N	Y	Y	Y
<b>ADULT BOOKS</b>	New	U	14	0.05	N	Y	N	Y
	New Large Print	U	28	0.05	N	Y	Y	Y
	Older	U	28	0.05	N	Y	Y	Y
	Civil Service Test Books	U	14	0.05	N	N	N	Y
	New Audiobooks	U	14	0.05	N	Y	Y	Y
	Older Audiobooks	U	28	0.05	N	Y	Y	Y
	New Playaways	U	14	0.05	N	Y	Y	Y
	Older Playaways	U	28	0.05	N	Y	Y	Y
<b>ADULT DVDs</b>	New Ent	Limited to any combo of 6 New + 10 Older DVDs	3	0.50	ADULT	N	N	Y
	New Non-Fiction + TV Series		14	0.50	ADULT	N	N	Y
	Older Entertainment		7	0.50	ADULT	Y	Y	Y
	Older Non-Fiction + TV Series		28	0.50	ADULT	Y	Y	Y
<b>CHILDREN'S DVDs</b>	New Ent		3	0.50	N	N	N	Y
	Older Ent		7	0.50	N	Y	Y	Y
	Non-Fiction	28	0.50	N	Y	Y	Y	
	<b>CHILDREN'S BOOKS + Audiobooks + Audio Kits</b>	U	28 days	0.05	N	Y	Y	Y
	NYS Test Books	1 per subj /grade	28	0.05	N	Y	Y	Y
	Holiday Books	Christmas U All others 2	14	0.05	N	Y	N	Y
	Fountas & Pinnell	U	28	0.05	N	N	N	Y
	Playaway LAUNCHPAD tablet	1	14	5.00	ADULT	N	N	N

**JUVENILE CARDS** – May not check out adult DVDs. INTERNET Privileges for Children’s Room thru grade 8. Grades 9-12 internet access at adult computers (must update record > P-type: 192 & P-code 3: 1)

**LUO (Local Use Only)** – 6 month registration with note from agency providing proof of residency, Full access (per card type) to Deer Park Library materials only. Restricted to 5 items at a time on their card. No ILL’s allowed.

**HOLD LIMIT** – 50 max **RENEWALS** – max of 6 allowed on most items

**HOLD SHELF** - Most items will remain on hold shelf for 7 days

**MAXIMUM FINES** – 0.05/day items = \$3, 0.50/day items = \$10 , \$5/day item = \$50

Deer Park items overdue in excess of one year are not returnable, patron must pay the replacement cost.

**Materials delinquent over 6 months will not be accepted for return**