

CIRCULATION POLICY

I. LIBRARY CARDS AND BORROWING PRIVILEGES

A. RESIDENTS

The Farmingdale Public Library issues library cards, without charge to any resident of the Farmingdale Union Free School District #22, valid for three years. Cards are valid for Direct Access privileges at other libraries within the Nassau Library System in accordance with the Code of Procedures set forth by the Member Libraries of the Nassau Library System.

B. NON-RESIDENT TAXPAYERS

Library cards may also be issued to non-residents, and their immediate family residing at the same address who own property and provide payment of library taxes. Such cards shall be valid for one year.

C. STUDENTS

Non-resident students who attend schools and colleges within the confines of the Farmingdale UFSD #22, are eligible for a library card valid for one year. Such student cards entitle the bearer to borrow books and audio-visual material from the collection of the Farmingdale Library only. Non-resident student cards will not be valid for New Audio-Visual materials, Pre-Loaded Devices, Museum Passes, Lawn Games, Board Games, Inter Library Loans or Direct Access privileges.

D. FACULTY, STAFF AND STUDENTS

Faculty, staff and students attending Farmingdale State College are eligible for library cards as outlined above in Section C. These cards will not be valid for New Audio-Visual materials, Pre-Loaded Devices, Museum Passes, Lawn Games, Board Games, Inter Library Loans or Direct Access privileges.

E. BUSINESS OPERATORS AND THEIR EMPLOYEES

Operators of businesses in UFSD #22, and their employees are eligible for a library card at the Farmingdale Public Library valid for one year. These cards shall entitle bearer to borrow books and audio-visual materials owned by the Farmingdale Public Library only. Such cards shall not be valid for New Audio-Visual materials, Pre-Loaded Devices, Museum Passes, Lawn Games, Board Games, Inter Library Loans or Direct Access privileges. Business Operators who own real estate within the district, and by virtue of such ownership are therefore also taxpayers, shall be treated as NON-RESIDENT TAXPAYERS as per Section B above.

F. TEACHERS

All full-time teachers in public and private schools in USFD #22 are eligible for library cards valid for one year. Teachers must provide proof of employment within the District. These cards shall entitle bearer to borrow all materials in the collection of the Farmingdale Library. Such cards shall not be valid for Museum Passes or Pre-Loaded Devices.

CIRCULATION POLICY (continued)

Chart below outlines borrowing privileges for each category of patron outlined in section A through F above:

Borrowing Privilege	Resident Non-resident Taxpayer	District Teacher	District Non- resident Students Business Operator Employee	Direct Access Patron
Books	YES	YES	YES	YES*
Audio-Visual Material	YES	YES	YES**	YES**
eBooks	YES	YES	YES	YES Consortium Collection
Magazines	YES	YES	YES	YES
Museum Passes	YES	NO	NO	NO
Lawn Games	YES	YES	YES	NO
Board Games	YES	YES	YES	NO
Pre-Loaded Devices	YES	NO	NO	NO
Inter Library Loan	YES	YES	NO	NO
Direct Access	YES	YES	NO	YES
Reserve Book	YES	YES	YES***	YES****
Online Databases	YES	YES	YES	NO
Video Games	YES	YES	YES	NO

* Except Express Non-Reservable Collection

** Only AV more than six months old

*** Only Farmingdale Items

**** Pick up library has to be home library

G. GENERAL PROCEDURES

All applicants for library cards must provide 2 forms of identification with a valid district address.

1. Acceptable forms of proof include, but are not limited to: driver's license, insurance cards, car registration, mortgage, lease/rental agreements, tax bill, utility or phone bill with a recent postmark. P.O. boxes are not sufficient proof of residency. While the Library will mail to a P.O. box, an additional address is required to verify proof of residence.
2. Upon completion of a library card application(s), the patron will receive library card.
3. A parent who wishes their child to be issued a library card, must sign the library card application and accept responsibility for all materials borrowed on the child's card. The library will not issue cards to children without parental permission and verification of address.
4. Students entering 9th grade are eligible for an adult library card. Students may use parental proof of residence or a previously issued valid Farmingdale Library card as proof of residence. Parents must sign the application and accept responsibility for all materials borrowed.
5. Patrons must clear their accounts in full before being issued a new card. Library cards will not be issued or renewed for person with outstanding overdues or fines.
6. Patrons who do not have a library card with them must present a photo ID to Library staff to access patron's record to borrow materials.
7. Since it is the responsibility of the Farmingdale Public Library to reimburse other libraries for lost, damaged or un-returned materials that are obtained by interlibrary loan or that are borrowed on Direct Access, the Library can not extend Direct Access privilege to anyone other than residents, and non-resident taxpayers as defined in Sections A and B of this policy.
8. Parents/guardians may not use the library cards of their child unless the child is present.

9. Spouses may not use the library cards of their spouse unless the spouse is present.

H. CONFIDENTIALITY OF CIRCULATION RECORDS

1. All records relating to patron registration and the subsequent circulation of library materials are confidential in nature. These records will not be made available to any agency of state, federal, or local government, nor to private individuals except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power. The issuance or enforcement of any such process, order or subpoena will be resisted until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

2. Requests thus authorized under local law shall indicate the name of the person being investigated. The person will be notified of such investigation so that they may be represented by counsel if they so desire. The investigators shall pay the real and actual cost of the survey of the library records, which shall be done by library personnel.

3. Patrons cannot request staff to open their records unless the patron is present and shows acceptable ID.

II. LOAN PERIODS FOR LIBRARY MATERIALS

ITEM	LOAN PERIOD
Museum Passes	2 days. Limit 1 per household.
DVD, Feature Film & Children's FICTION	7 days. Limit 25 AV material at a time on a patron record at any time.
DVD NEW	4 days. Limit 6 total of New DVD and/or New TV Series on patron record at any time. Farmingdale residents only.
DVD NEW TV Series	7 days. Limit 6 total of New DVD and/or New TV Series on patron record at any time. Farmingdale residents only.

DVD, Feature Film & Children's NON-FICTION	7 days. Limit 25 AV material at a time on a patron record at any time.
DVD TV Series	7 days. Limit 25 AV material at a time on a patron record at any time.
Books, NEW EXPRESS NonReservable (less than 9 months in collection)	14 days. Limit 2 on patron record at any time. Farmingdale residents only.
Backpacks	7 days. Limit 2 per transaction.
Lawn & Giant Games	7 days. Limit 1 per household per transaction. Farmingdale cardholders only.
Board Games	7 days. Limit 2 per household per transaction. Farmingdale cardholders only.
Books, NEW Reservable (less than 9 months in collection)	14 days. Limit 4 per author per transaction.
Books-on-tape/CD	28 days. No limit.
Books-on-tape/CD, NEW	28 days. No limit. Farmingdale residents only.
eBooks	14 days. Limit by system 10 per transaction.
Compact Discs	28 days. Limit 25 AV material at a time on a patron record at any time.
Compact Discs, New	28 days. Limit 6 total of New Compact Discs on patron record at any time. Farmingdale residents only.
Book & CD Kits	14 days. No limit.
Magazines (circulating only)	14 days. Limit 4 per transaction.
Pre-Loaded Devices	7 days. Limit 2 per transaction. Farmingdale residents only.
Picture Books	28 days. Limit 4 per author per transaction.
Books, FICTION regular collection	28 days. Limit 4 per author per transaction.
Teacher's Center	28 days. Limit 4 per call number per transaction.
Reference Books	Discretion of librarian.

III. FINES AND FEES

Fees for library services shall be established at the discretion of the Library Board.

CIRCULATION POLICY

A. The following fines shall be charges for materials returned after the date due:

Adult and Young Adult Materials	10¢ per day/maximum overdue fine \$2.00
Adult Express New Collection	10¢ per day/maximum overdue fine \$10.00
Juvenile Materials	5¢ per day/maximum fine \$1.00
DVD/Video Games	\$2.00 per day/maximum fine \$10.00
Compact Discs	10¢ per day/maximum overdue fine \$2.00
Pre-Loaded Devices	\$2.00 per day/maximum fine \$10.00
Board, Lawn & Giant Games	\$2.00 per day/maximum fine \$10.00
Museum Passes	\$25.00 per day/maximum fine \$100.00

B. List price will be charged for all materials lost or damaged beyond repair. Refunds will be made for all lost materials returned with a library receipt within one month. The maximum fine shall be deducted from all refunds issued.

C. There is no limit on reserves or ILL for Non-Fiction materials.

D. A limit of 8 reserves for eBooks through the Overdrive collection

E. There will be a charge of 10¢ for Black and White, and 25¢ for Color per page for computer printing.

IV. POLICY FOR LOAN OF MOVIES & VIDEO GAMES

A. A separate application for the loan of movies and video games must be completed by each patron requesting and eligible for such borrowing privileges. Parent must sign a separate application for their children if they wish them to borrow movie and video games. Minors with Juvenile cards and whose parents have signed a responsibility statement may borrow movies and video games with adult supervision. Minors with Adult cards (Grades 9+) whose parents have signed a statement of responsibility may borrow any movie or video game in the library's collection. The library will not be responsible for determining whether or not a movie or game is appropriate viewing. This responsibility rests with parents or guardians only.

B. Due to the popular nature of these items, a limit of 25 movies or TV series (6 being new) on a card holders account at a time. A limit of two video games on a card holders account at a time.

C. Because of high demand for New movies and games, these items may not be renewed.

D. VACATION LOAN

Requests for extended loan periods may be made and granted with the approval of the Director, limited to Farmingdale residents.

V. LOAN OF AUDIO-VISUAL EQUIPMENT

The Farmingdale Library does not loan library- owned AV equipment.

VI. MAGAZINES AND PERIODICALS

Back issues of magazines may circulate. Newspapers do not circulate.

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