

# **CIRCULATION POLICIES**

## **Library Cards**

Any resident of the Brentwood School District is eligible for a library card. Proof of residency, ownership of property or a business is required. Persons under the age of eighteen (18), who live in the Brentwood School District, require the signature of a parent or legal guardian to obtain a library card.

Proof of residency, including name and street address, is required from one of the following:

- New York State Driver's License
- New York State Non-Driver's Photo ID
- New York State automobile registration or insurance card
- Current Town of Islip Recreation Card
- Current notarized lease agreement on official letterhead
- Current homeowner's tax receipt
- Property Deed
- Any piece of mail with envelope (utility bill, bank statement, letter) postmarked within the past two (2) months

Replacement library cards are issued for a \$1.00 fee.

## **Reserves**

Brentwood Public Library cardholders may reserve all library material with the exception of Reference Material. There is a limit of 25 items that can be reserved at one time. This includes Interlibrary Loans.

## **Renewals**

All Brentwood material that can be checked out may be renewed six (6) times if not on reserve, not overdue, not missing, or not claimed returned.

Electronic Readers, Wi-Fi Devices, and Museum Passes cannot be renewed. For some items Auto Renewal may be available by logging into the patron account.

## **Overdue**

An overdue notice will be sent to patrons when library material is overdue for two (2) weeks

A billed notice will be sent to patrons when library material is overdue for four (3) weeks.

All notices will be sent through mail or electronically depending on patron account preferences

## **Lost Material**

All Library Material:	Replacement Cost:
Compact Disc Case, Single, Plastic	\$2.00
Compact Disc Case, Double, Plastic	\$3.00
Video or DVD Case	\$2.00
Video or DVD Cover	\$2.00

## Loan Period/Fine Schedule

All materials must be returned to the library on the date that they are due.  
The following applies to all library cardholders:

Material	Loan Period	Limit	Extended Use	Max Fee
<ul style="list-style-type: none"> <li>• <b>New Books– Print and Audio</b></li> <li style="padding-left: 20px;">• <b>Magazines</b></li> <li style="padding-left: 20px;">• <b>Test Books</b></li> <li>• <b>Parent/ Teacher Collection Kits</b></li> </ul>	14 days	-	\$0.05	\$3.00
<ul style="list-style-type: none"> <li>• <b>Books Print and Audio</b></li> <li style="padding-left: 20px;">• <b>Holiday Books</b></li> <li style="padding-left: 20px;">• <b>Graphic Novels</b></li> </ul>	28 days	-	\$0.05	\$3.00
<ul style="list-style-type: none"> <li>• <b>Nonfiction Videos/DVDs</b></li> <li style="padding-left: 20px;">• <b>Music CDs</b></li> </ul>	28 days	10	\$0.05	\$3.00
<ul style="list-style-type: none"> <li>• <b>Entertainment Videos, DVDs, and Blu-Ray</b></li> <li style="padding-left: 20px;">• <b>New Entertainment DVDs and Blu-Ray</b></li> </ul>	7 days	10	\$0.05	\$5.00
	7 days	5	\$0.50	\$10.00
<ul style="list-style-type: none"> <li>• <b>Games</b></li> </ul>	7 days	3	\$1.00	\$10.00
<ul style="list-style-type: none"> <li>• <b>Tablets and Electronic Media/ iShuffle Launch Pads</b></li> <li style="padding-left: 20px;">• <b>Toys/Dolls/ Launch Pads</b></li> </ul>	14 days	1	\$1.00	\$10.00
<ul style="list-style-type: none"> <li>• <b>T-Mobile HotSpot</b></li> </ul>	21 days	1	\$5.00	\$50.00
<ul style="list-style-type: none"> <li>• <b>Museum Passes</b></li> </ul>	3 days	1	\$20.00	\$200.00
<b>Total</b>		<b>50</b>		

**Note:** If you accumulate \$25.00 or more in fines on your card, you will be unable to check out materials until you pay 10% towards your fine at each checkout.

These policies replace all previous policies relating to library cards, loan periods, reserves, renewals, fines and lost material.

**Revised & Adopted:** April 19, 2018