

## Policy for Library Cards

(adopted 10/16/06, previously part of Circulation Policy 10/20/03, 5/13/02, 9/20/01, 1/21/20)

District residents may receive a library card good for three years.

### In-Person Application or Renewal of Library Cards

A patron may apply for a library card or renew a card in-person by providing verification of residence using a driver's license, utility bill, phone bill, or tax bill.

If a patron comes into the library to apply for or renew a card and does not have proof of residence on them, the following options are available so that the patron does not have to come into the library again to obtain or renew a card. To renew a library card, a patron must be in possession of the card.

If a patron is a homeowner, library staff will attempt to verify residence using the Town of Huntington's website. If the patron's residence is found in the town's database, the library card will be renewed or in the case of a new card, it will be mailed to the home address. If a card has been renewed, a notification will be mailed to the home address verifying that the card has been renewed.

If a patron's residence cannot be located on the Town's website or if the individual is a renter, the patron may mail, email or fax a copy of the tax bill, driver's license, utility bill, or phone bill to the Circulation Department:

145 Pidgeon Hill Rd  
Huntington Station, NY 11746  
Fax: (631) 549-0246  
Email: [CircOffice@shpl.info](mailto:CircOffice@shpl.info)

The library card or notification of renewal will be mailed to the home address.

If a patron has difficulty meeting these requirements, they may speak with a Circulation Supervisor to try and identify a solution for establishing proof of residency.

### Written or Phone Request for Application or Renewal of Library Card

A request to apply for a new card or to renew a card without the patron coming in to the library may be made by phone, mail, email, fax, or by filling out a form on the library's website.

If a patron is a homeowner, library staff will attempt to verify residence using the Town of Huntington's website. If the record is found, the library card will be renewed or created and mailed to the home address.

If a patron's record cannot be located on the town's website or if the individual is a renter, the patron may mail, email or fax a copy of their tax bill, driver's license, utility bill, or phone bill to the circulation desk, and the library card will be renewed or mailed to the home address.

Whenever possible the library will attempt to notify patrons that their library card has been automatically renewed or that their library card is about to expire.