

## **Circulation Policy**

(Revised 3/15/21)

The South Huntington Public Library does not charge late fees on library materials, with the exception being equipment and Museum Passes. If a patron loses, damages or fails to return items they will be charged a materials fee. That fee will equal the cost of having the item repurchased, reprocessed and returned to the shelves. If the item is one the library cannot or chooses not to replace the fee will be equal to the original cost of the item. All loan periods, in the case of inter-library loans, are determined by the lending library. Our patrons will be expected to abide by those rules

When charges on a patron's account reaches \$50.00, their account is blocked. This will result in the loss of library privileges including the ability to:

- Borrow all library materials;
- Renew an expired library card;
- Renew the loan period of a checked-out item;
- Use Library databases;
- Register for programs.

### **Loan Rules:**

#### **Adult, Young Adult & Children's Books**

- Loan period : 21 Days
- Circulates to : All
- Age restriction : None
- Can be reserved? : Yes
- Can be renewed? : Yes, 6 time(s)
- Limit : None

#### **Graphic Novels**

- Loan period : 21 Days
- Circulates to : All
- Age restriction : None
- Can be reserved? : Yes
- Can be renewed? : Yes, 6 time(s)
- Limit : None

#### **Lucky Day Books**

- Loan period: 21 Days
- SHUN only
- No age restriction
- No reserves
- No renewals
- Limit: None

## **Magazines**

- Loan period : 7 Days
- Circulates to : All
- Age restriction : None
- Can be reserved? : Yes
- Can be renewed? : Yes, 6 time(s)
- Limit : None

## **Blu-rays/DVDs**

- Loan period : 7 Days
- Circulates to : All
- Age restriction : 18 or parental permission
- Can be reserved? : Yes
- Can be renewed? : Yes, 6 time(s)
- Limit : Up to 12 in combination with DVDs and TV Series

## **Blu-rays/DVDs (New)**

- Loan period : 7 Days
- Circulates to : SHUN Only
- Age restriction : 18 or parental permission
- Can be reserved? : Yes
- Can be renewed? : Yes, 1 time(s)
- Limit : Up to 8 in combination with New DVDs and New TV Series

## **Blu-Rays/DVDs: Lucky Day Collection**

- Loan period : 3 Days
- Circulates to : SHUN Only
- Age restriction : 18 or parental permission
- Can be reserved? : No
- Can be renewed? : No
- Limit : Up to 12 in combination with Blu-rays, DVDs and TV Series

## **Books on CD / Playaways / Vox Books**

- Loan period : 21 Days
- Circulates to : All
- Age restriction : 18 or parental permission
- Can be reserved? : Yes
- Can be renewed? : Yes, 6 time(s)
- Limit : None

## **Compact Discs (CDs)**

- Loan period : 21 Days
- Circulates to : All
- Age restriction : None
- Can be reserved? : Yes
- Can be renewed? : Yes, 6 time(s)
- Limit : None

## **DVD TV Series**

- Loan period : 21 Days
- Circulates to : All
- Age restriction : 18 or parental permission
- Can be reserved? : Yes
- Can be renewed? : Yes, 1 time(s)
- Limit : Up to 12 in combination with Blu-rays and DVDs

## **DVD TV Series (New)**

- Loan period : 21 Days
- Circulates to : SHUN Only
- Age restriction : 18 or parental permission
- Can be reserved? : Yes
- Can be renewed? : Yes, 1 time(s)
- Limit : Up to 8 in combination with New Blu-rays and New TV Series

## **ESL / Foreign Language Media**

- Loan period : 21 Days
- Circulates to : All
- Age restriction : None
- Can be reserved? : Yes
- Can be renewed? : Yes, 6 time(s)
- Limit : None

## **Mobile Hotspots**

- Loan Period: 21 days
- Fine per Day: \$5.00
- Maximum Fine: \$50.00
- Circulates to: SHUN only
- Age restriction: 18
- Can be reserved?: yes
- Can be renewed?: no
- Limit: 1

### **Laptops**

- Loan period : 7 Days
- Fine per day : \$20.00
- Maximum fine : \$200.00
- Circulates to : SHUN Only
- Age restriction : 18 and over
- Can be reserved? : Yes
- Can be renewed? : No
- Limit : 1 per household

### **Launchpads**

- Loan Period: 14 days
- Fine per Day: \$1.00
- Maximum Fine: \$10.00
- Circulates to: SHUN only
- Age restriction: 18
- Can be reserved?: yes
- Can be renewed?: yes, 1 time
- Limit: 1

### **Museum Passes**

- Loan period: Varies; listed for each individual pass on SHPL website.
- Fine per day : \$5.00
- Maximum fine: \$25.00 or next borrower's admission cost.
- Circulates to : SHUN Only
- Age restriction : 18 and over
- Can be reserved? : Yes
- Can be renewed? : No
- Limit : 1

### **New Books**

- Loan period : 21 Days
- Circulates to : All

- Age restriction : None
- Can be reserved? : Yes
- Can be renewed? : Yes, 2 time(s)
- Limit : High demand titles may not circulate to non-SHUN patrons.

### **Test Books**

- Loan period : 7 Days
- Circulates to : SHUN Only
- Age restriction : None
- Can be reserved? : Yes
- Can be renewed? : Yes, 6 time(s)
- Limit : None

### **Video Games**

- Loan period : 7 Days
- Circulates to : SHUN Only
- Age restriction : 18 or parental permission
- Can be reserved? : Yes
- Can be renewed? : Yes, 1 time(s)
- Limit : 2

**Limits on all materials may be changed at times due to high demand.**

Non-district Suffolk County residents may borrow all materials except Civil Service books, test books, new DVDs, new Blu-ray discs, new TV series DVDs, video games, Lucky Day Collection, McNaughton books, laptops, and museum passes with a current home library card.

### **Renewals**

Eligible materials will be automatically renewed; they may also be renewed in person, over the phone, or online unless there is a demand for the materials.

### **Reserves**

South Huntington Public Library cardholders may reserve eligible library materials. Reserves may be made in person, over the phone or online.

## **Interlibrary Loan Service**

South Huntington Public Library cardholders may request most books, audio-visual and other materials from PALS member libraries which will be delivered directly from one member library to another by the SCLS delivery service. They may also utilize the resources available through both the LI Link and OCLC Interlibrary Loan systems.

You are responsible for:

- Observing due dates and renewals set by the lending library
- All charges set by lending library for damaged or lost interlibrary loan materials  
overdue item charges

### **Research Loan Program**

The South Huntington Public Library is a member of the Long Island Library Resources Council (LILRC) and participates in the Research Loan Program. This enables you to borrow materials directly from other participating libraries such as academic libraries. Please see the Reference Department for further information.

### **Lost Cards**

If a library card is lost or stolen, the library should be notified immediately. Replacement cards can be provided at a cost of \$1 per card.

### **Overdue Notices**

Patrons will receive two notices on overdue materials; the first is a reminder, while a subsequent notice is a bill. After the account has accrued \$150 in fines and/or fees, the account is sent to a collection agency. The agency sends up to 3 "collection notice" letters to the patron informing them of the amount owed. All borrowing and Internet account privileges will be withdrawn until the material is returned or the fines paid.