

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 **government issued identification with your name and address, such as:**

- 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 - Expired Documents will not be accepted - with **your name and address preprinted by the issuer:**

- Current cable, phone or utility bill
- Auto Insurance Card (current)
- Vehicle Registration
- Bank Statement
- Property Tax Bill/Receipt
- Rental Agreement/Lease
- A statement from your landlord or homeowner attesting to your residence.

Proof of residence and identity is required at the time of application and renewal. Any bank statements, cable, phone or utility bills used to establish residency must be dated within sixty (60) days from which the individual is applying for a Library card.

For Children, under the age of 18, the child must be present OR a legal guardian must present one of the following:

- A recent Deer Park School District Report Card.
- A recent school issued ID.
- A Deer Park Public Schools Affidavit of Landlord.
- A Birth Certificate.

This Library Card is a juvenile card for children under the age of 18. Children in grades 9 and above may access computers in the Adult Section. Children in grades 8 and below may access the computers in the Children's Section.

A parent or legal guardian must be present with their minor child at the time of initial application and renewal. For the purposes of this section, a minor's residency shall be presumed to be that of his or her

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parents or legal guardian. The Parent or Legal Guardian is responsible for all materials checked out on their child's library card.

All children residing in the Deer Park School District may have a Library Card in their name. The Library reserves the right to work with the Deer Park School District to distribute library cards with signed parental consent. In addition, the Library reserves the right to limit or change material loans during organized school visits and special events.

To use library services, patrons must have an unexpired library card and present one of the following:

- Their own Library Card.
- A NYS issued or other government issued ID with a home address that matches their address on file with the library.
- A digital Library card through the Library app, or digital wallet.
- A digital image of their Library card with the library barcode number clearly legible.
- Children under the age of 18 can use their Deer Park School District ID, if they can verbally verify their address on record.

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

Patrons may be provided online access; however, such online access may only be provided if the Patron provides an email address. In the absence of an email address, the Library is unable to provide online access to Library materials.

RENEWAL:

Library cards must 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 valid school ID, a parent or legal guardian must be present with their minor child at the time of a renewal application.

The Library Director may use his/her discretion to issue Local Use Only cards for shorter periods of time to accommodate temporary situations, so that access to information is not unduly restricted.

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LOCAL USE ONLY LIBRARY CARDS

SHORT TERM RESIDENT – LOCAL USE ONLY (LUO)

LOCAL USE ONLY (LUO) CARDS are issued to patrons who will be residing in Deer Park short term. The cards will be issued for a 6 month duration 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 indicating current residence within Deer Park.

LUO Cards allow the borrowing of Deer Park Public Library materials only. LUO cards are restricted to 5 items at a time. No interlibrary loans are allowed.

Deer Park Teacher Local Use Only (LUO) Library Card Policy

Deer Park Public Library will issue Local Use Only Library Cards to Deer Park educators who are not residents of the District. Cards will be issued to instructional staff and school administrators only.

This will allow educators 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 you to borrow a total of 5 items owned by Deer Park Public Library. Borrowing from other libraries is not permitted with a LUO card. The cards are valid until June 30th of each school year. Teachers need to reapply for a Deer Park Public Library Card for each new school term.

Upon receipt of a list of instructional staff to be provided by the School District, who are eligible for LUO cards, the Library will deliver Deer Park Teachers LUO Library Card applications to the school for completion. Alternatively, instructional staff employed by the Deer Park School District may show proof of employment (i.e. school identification card) with the Deer Park School District to obtain an application for a Library Card.

Educators requesting a 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.

FINES, FEES, and CAVEATS.

Loan periods, fine rates, and the eligibility for renewal, etc., on items are as noted in Appendix 1. Materials & Loan Rules – Library Administration reserves the right to add, alter or modify appendix 1 at any time.

Borrowing privileges will be suspended when a bill of more than \$15 has been sent for overdue and/or damaged items from any library in the Suffolk County Cooperative Library System. Library Fines and Fees can be paid online by credit card, or in person by Cash, Credit or by Check made out to “Deer Park Public Library”.

Due date notices are sent via email 3 days in advance of the due date of materials.

Pick-up notices are sent via email to notify when reserved materials are ready for pick-up. Patrons who do not provide an email address will receive a phone call.

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Overdue notices are sent via email. Patrons are responsible to pay any replacement costs for lost, damaged, or stolen items checked out on their library card. Deer Park items overdue more than one year are not returnable. Delinquent items from other libraries are similarly not accepted for return.

The Library Director or his/her/their designee may waive a fee with extenuating circumstances, if deemed warranted. Waived fees are documented in the patron's library card account.

Items that are lost and paid for are now the property of the patron and cannot be returned to the Library for a refund. The Library reserves the right to commence legal action in order to retrieve overdue items or payments for lost or damaged materials. The Library may suspend a patron's borrowing privileges until library materials are returned, paid for, or other arrangements have been made.

Patrons are responsible for ensuring their account details are up to date. Should any patron need to update their account information, they may do so by coming to the library circulation desk with their library card or photo id matching their address on record. Some contact details, including email and phone number, can be changed through the MY ACCOUNT function accessible through deerparklibrary.org or www.livebrary.com.

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. Upon obtaining a library card for a child, their legal guardian assumes all financial responsibility for materials borrowed.

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