

LIBRARY CARD POLICY

The Islip Public Library issues library cards without charge to residents of its chartered service area – the Islip Public School District.

Proof of residence and identity is required at the time of initial application and renewal. Documentation with a post office box is not sufficient proof of residency. Acceptable forms of proof must include the applicant's name and current address as follows:

Any **one** of the following:

1. Current NY State Driver's License
2. Current government issued picture ID with name and address
3. Current lease
4. Current tax bill

Or **two** current items from the following that show address (not a post office box):

1. Current automobile registration
2. Voter Registration post card
3. Auto Insurance
4. Utility bill
5. Credit card statement
6. Cancelled check
7. Bank statement
8. Mail postmarked within 30 days

If you do not have these forms of ID please check at the Circulation to see what else you can use. If necessary, a library mailing can be sent to your address for verification.

As a courtesy, temporary (maximum six-month) card *renewals* may be expedited over the phone for district residents whose cards are in good standing.

Children / Teens / Students

A child may receive a library card at any age. In the case of children, no identification shall be required if his or her Islip Library cardholding parent makes application for a child's card at the Library. Guardians seeking to apply for a child's card must show proof of guardianship, such as documentation in the form of court papers or school district enrollment verification.

Students in Grades 6 through 12 who reside in the Library District may themselves provide a valid student ID issued by a school within the boundaries of the Library District or a government-issued ID to obtain a full access Islip Public Library card.

A parent or legal guardian must be present with their minor child through grade five (5) at the time of initial application and renewal. For the purposes of this policy, a minor's residency shall be presumed to be that of his or her parents or legal guardian.

Certain materials are restricted from being checked out on children's and teen library cards; see our *Borrowing Guidelines* for specifics.

Cards issued to residents of the Library District are valid for three years.

Homeless

The Library acknowledges the right to library service by those who are homeless; conversely, the Library has a legitimate need for an address for all patrons for the forwarding of notices relating to overdues, fines and fees. In such cases, the Library will accept alternative identification/proof of residence as follows:

- The address of a shelter, church or other social agency entity where patrons can receive mail.
- A post office box with a rental agreement

If an individual is unable to provide any of the above, he or she may complete an affidavit affirming residency within the Library District in order to receive a library card. Proof of **identity** shall nonetheless be required. ALL borrowing rules and regulations shall apply.

Non-Resident Cards

Library Business Cards

The Islip Public Library will issue a full-access library card without charge to those non-residents of the Library District who:

- Are owners of a business located in the Library District. Proof of ownership is required at the time of initial application and renewal.
- Owns assessable property in the Library District. Proof of property ownership is required at the time of initial application and renewal.

In the case of library business cards, the owner of the company shall assume sole responsibility for activity on the account. The applicant for a business owner must come to the Library in person and present identification as follows to receive a library card:

- Lease, deed or tax papers for the business that includes the owner's name, AND
- One form of identification as outlined on page 1 for residents.

Only the Circulation Supervisor, Assistant Director, or the Director shall approve paperwork presented by a business owner for a library card. If none of those employees are readily available, a library employee shall photocopy the presented identification and inform the applicant that the card will be ready for pick-up within three business days, pending approval. Only one card per business will be issued, except in the case where presented business paperwork reflects more than one owner.

Library cards must be presented at time of checkout by business card holders. There will be no exceptions to this rule. Business owners shall comply with the limits applicable to resident card holders. When applicable, fines and fees shall be levied as they would for other card holders.

Cards issued to business owners are valid for one year and are local-use-only (valid for use in the Islip Public Library only).

Teachers

Library cards shall be made available as a courtesy to teachers and school administrators who teach / work full-time in the Islip Public School District. Teachers must provide proof that they do, in fact, teach within the District. If they lack identification to that effect, a statement on letterhead from a School District administrator shall be acceptable.

Such courtesy cards convey no special privileges and carry all the responsibilities and obligations of regular library cards. Teachers who hold courtesy cards will not be granted extended loans and may not book a meeting room. Teachers must comply with the limits applicable to resident card holders. When applicable, fines and fees shall be levied as they would for other card holders.

Certain materials are restricted from being checked out on teacher's cards, for example Museum Passes.

Cards issued to teachers are valid for the current academic year and are local-use only (valid for use in the Islip Public Library only).

Direct Access Patrons

With restrictions, the Islip Public Library does allow materials to be borrowed by patrons of other Suffolk County libraries who present a valid library card in good standing. Direct Access patrons shall be limited to two books on a subject. Other borrowing restrictions will apply to newer materials and certain collections (Quick-Flix, New Books, Library of Things, etc.).

Visiting the Library Without Your Library Card

Patrons may check out items using a photo identification with name and address, providing they have a valid Islip Library card in good standing on file. Teens and children may show a current school ID as identification, providing they have a valid Islip Public Library card in good standing on file.

Lost or Stolen Library Cards

Lost or stolen library cards must be reported immediately in person by telephone to prevent unauthorized use or access. Patrons shall be responsible for all use of their library cards and all items checked out on their accounts. **Lost or stolen library cards can be replaced by showing one valid form of identification with name and address.** Replacement cards are \$1.00 for all patrons. Replacement cards will only be issued once a previously owned card is free of fees and fines.

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