

ELWOOD PUBLIC LIBRARY

1929 JERICHO TURNPIKE | ELWOOD, NY 11731 | www.elwoodlibrary.org | 631.499.3722

CIRCULATION POLICY

All residents of the Elwood School District are eligible to receive an Elwood Public Library Card. A patron must be present at the Library to apply for a card, except in cases where the patron will be registering for homebound library service. A single valid photo identification listing local residency is sufficient to prove residency. These can include a driver's license, state issued identification card or passport. If the local street address is not listed on the document, a second item listing local residency must also be provided. Those can be a current utility bill (which lists street address) or a current lease. Other items may be accepted at the Director's discretion.

- There is no charge or fee to apply for a library card. On the day a patron applies for a card they may take out items. Replacement cards are \$1. Replacement cards will only be issued once the previous card is free of replacement costs.
- Cards are valid for 3 years. Staff will update expired cards after the patron has confirmed that all the information on the card and on the patron's registration is correct and has shown identification as stated above.
- Parents or guardians may put restrictions on children's cards who are under 18.
- A patron must have their library card or a picture ID with them when taking out items.
- Books, audio books on CD, and nonfiction DVDs, circulate for 28 days. Musical CDs and TV series circulate for 2 weeks. Magazines and entertainment DVD's circulate for 7 days. Reference materials never circulate. Elwood Public Library will circulate new books (except those that have holds for district residents) to Direct Access cardholders. All other regulations, including fees, apply to Direct Access cardholders in the same manner as district residents. Materials that are checked out to a patron will automatically renew up to 6 times as long as the patron's record remains in good standing and the item is not on reserve for another patron.
- A patron may reserve any item that circulates. Reserves may be placed in person, online or over the phone. Staff will alert patrons by phone or email when the item(s) they have on hold is available for pick up. Once the patron has been contacted they will have 7 days to pick up their reserved items. After that time the item will go to the next patron on the reserve list or back on the shelf.
- Patrons may have 50 items checked out on their library card at any given time. Of those 50 items there is a limit of 15 DVDs.
- Elwood Public Library does not charge late fees, with the exception of items in the Library of Things 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.

- Elwood Public Library will attempt to inter-library loan materials that are not available in our collection. 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.

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