Island Trees Public Library

BORROWER’S POLICY – Sec. 10

a) Responsibilities of Borrowers
Borrowers are responsible for the following:
- All library materials borrowed on their library cards
- All overdue fines incurred
- The replacement cost of lost or damaged library materials or equipment
- Reporting of name and/or address changes to the library
- Reporting of lost or stolen library cards

b) Library Cards
A valid library card is required in order to borrow materials from the library. In the temporary absence of a valid library card, a valid driver’s license or student ID may be used. If your library card has been lost or stolen you must report it to the library and have a new card issued to you. Library cards are not transferable.

c) Resident Cards
Island Trees Public Library Borrowers Cards are available free for legal residents of the Island Trees School District or those persons who own property in the Island Trees School District. These cards allow Full Access to Island Trees Public Library resources and entitle patrons to Direct Access privileges at other libraries within the Nassau Library System in accordance with the borrowing policies of each individual library. Cards will be valid for 3 years from the date of original application. Prior to revalidation of expired cards all registration information must be verified, all overdue materials returned and all fines and/or fees paid in full.

d) Obtaining an Island Trees Public Library Card
You may obtain an Island Trees Public Library card by showing proof of your legal residency or ownership of property. One or more of the items from the following list are required.

For Legal Residents
- Valid Driver’s License with Island Trees School District address

Or

For Legal Residents and Property Owners
- Valid Driver’s License with out of district address
and
- Property Tax Receipt/Bill
- Utility Bill
- Rental Agreement/Lease
- Bank Statement
- Car Registration
- Island Trees School District Student ID

Note: Children ages 4 through 13 are entitled to a Juvenile Borrower Card. To apply they must either a) have a parent/guardian (who must prove residency) accompany them and sign their application or b) receive their card at a class visit with the parent signing the application at a later date.
Young adults ages 14 through 17 are also entitled to a Juvenile Borrower Card. However in lieu of a parent/guardian may use one piece of identification with name and current address such as an Island Trees District Student ID or valid driver’s license.

Patrons with a Juvenile Borrowers Card will not be allowed to borrow DVDs or Music CDs, **however**, parents may sign a *Consent Form for Young Adult (Ages 14-17) Music CD Checkout Form*. This form permits Juvenile Borrowers ages 14 through 17 to borrow **Music CDs only**.

**Non Resident “Courtesie Cards”**
The Island Trees Public Library will issue persons who reside outside Nassau County “Courtesie Cards” for the following non residents who provide proof that they:

- Work in the Island Trees School District
- Reside part of the year in the Island Trees School District (such as a child who splits residency between parents).
- Own Businesses in the Island Trees School District
- Attend school in the Island Trees School District
- Reside in special residency homes in the Island Trees School District

Note: These cards allow **only** Limited Access to the Island Trees Public Library, **no** access to any other library within the Nassau Library System and are valid for only 1 year.

e) **Replacement Cards**
Lost or Stolen Cards may be replaced by showing identification and paying a fee*. The fee schedule is as follows:

- 1st replacement card -- $1.00
- 2nd replacement card -- $2.00
- 3rd replacement card -- $3.00
- 4th replacement card -- $4.00
- 5th replacement card (and every replacement card thereafter) -- $5.00

*There will be no fee to replace worn out cards.

f) **Suspension of Borrowing Privileges**
Borrowing privileges *may* be suspended for the following reasons:

- Patron has fines or other unpaid charges posted to their account in excess of $10.00
- Patron has more than 5 overdue items on their account
- Patron has overdue items in excess of 1 month on account

Borrowing privileges will be restored when the amount of fines due falls below $10.00 and overdue materials have been returned or replaced.

g) **Non-Resident Borrowing Privileges** *(Other Nassau County Library Card Holders)*
Non Residents with a Library Card from their home library are welcomed and encouraged to borrow from the Island Trees Public Library. They are entitled to all the same borrowing privileges as residents with the exception of new **DVDs** less than 6 months old.

h) **Homebound Services**
Patrons who are homebound can call and speak with a librarian to order materials. The librarian will place the items on the patron’s account and someone on staff will deliver them. When the patron is finished someone on staff will pick up the items and they will be cleared from the account. The
homebound patron can enjoy all the same privileges any other patron has included reserving materials and interloans.

**Linking Form**
Adult cardholders who wish to allow other cardholder(s) to pick up materials for them, may sign a *Patron Consent Form for Linked Records.*