

CIRCULATION POLICY

MEMBERSHIP

All residents, business owners, and property owners in the Connetquot Central School District are eligible to receive a Connetquot Public Library membership. You can apply for membership in-person or online.

A photo ID for proof of residence is required. Should photo ID have a PO Box, a current cable, phone or utility bill is required.

Parents, legal guardians and grandparents can apply for membership for a child between birth and age 17. Parents, legal guardians and grandparents are liable for all outstanding debts associated with the child's membership and are liable for all activity conducted on the child's membership.

Membership is valid for five (5) years for homeowner, business owners and property owners. Membership is valid for one (1) year for renters. For membership to be renewed, eligibility will need to be reconfirmed and your account must be cleared of any outstanding debts.

A membership card will be issued via mail to confirm the address. In the interim, a membership account number will be issued to provide access to all services and one (1) item can be borrowed. A replacement membership card can be issued for \$1.00.

Members may designate an authorized borrower to borrow materials on their behalf should they be unable to visit in-person.

BORROWING

A member may have up to fifty (50) items checked out and twenty (20) items placed on hold.

Connetquot Public Library cannot assume responsibility for damage to your equipment.

Type	Limit	Loan Period	Fine	Age Limit
Books	50	3 Weeks	-	-
Magazines (current issues do not circulate)	10	3 Weeks	-	-
Music CDs	10	3 Weeks	-	-
Audiobooks	10	3 Weeks	-	-
DVD & Blu-Ray: New	10	3 Days	-	18+
DVD, Blu-Ray & Video Games	10	1 Week	-	18+
Museum Passes	6	3 Days	\$20/day	18+

Library of Things	3	1 Week	\$5/day	-
Book Club in a Bag	2	6 Weeks	-	-

NOTICES

A reminder notice is emailed to the member one (1) day before an item on their account is due. An overdue notice is emailed to the member three (3) days, fifteen (15) days, and thirty (30) days after the due date of the item if it has not been returned. The item will be billed to the member’s account forty (40) days following the due date.

FINES & LOST/DAMAGED

An item will be ineligible for return after six (6) months from the due date and must be paid for. A lost or damaged item will be charged to a member’s account at the original purchase price. Replacement items are not accepted.

Members will not be permitted to borrow items or register for classes if their outstanding debt is \$15.00 or higher.

Fines and fees may be paid in the library by cash, check made payable to the Connetquot Public Library, or credit card. Fines and Fees may also be paid online using a major credit card.

RENEWAL

All borrowed items can be renewed up to two (2) times as long as the item is not on hold for another member.

ADDITIONAL SERVICES

INTERLIBRARY LOANS

Members are eligible to request items from other libraries. Interlibrary loans are subject to the fees and policies set by the lending library.

DIRECT ACCESS

Members of other Suffolk County libraries may be eligible to borrow up to ten (10) items, excluding new items, circulating equipment and museum passes.

BORROW BY MAIL

Borrow by Mail is a service available to Connetquot Public Library Members that are unable to visit the library because of a disability. A special application must be on file to receive this service. Call the library for more information.