



Comsewogue Public Library

Library Membership & Circulation Policy

Library Membership/Library Card Registration

A library card/account will be issued to anyone showing 2 proofs of permanent residency in the Comsewogue School District. Library card/account may also be issued to residents of Miller Place and Mt. Sinai School Districts (“contract districts”), provided the proposition for Library Services has passed at each contract district’s annual school district vote.

A current list of acceptable proofs of residency is available at the Library and on the Library’s website under Membership and under About/Library Documents.

Lost/Stolen/Damaged Card Replacement Fee

A replacement fee of \$2.00 is charged for a lost or stolen library card. Lost or stolen library cards should be immediately reported to the Library. Library cardholders are responsible for the replacement cost of any items checked out to their card before it is reported lost. A claim that a member did not check out items on his/her card must be supported by a police report (dated within 2 weeks of checkout) listing the theft of the card and/or of lost/stolen items.

Account/Registration Renewal

A Comsewogue District resident’s library card registration must be renewed (residency verified with the appropriate forms of identification, every 3 years. The same library card will continue to be used upon renewal.

Per the contract for library services with the two contract districts (Miller Place and Mt. Sinai School Districts), residents library cards must renew accounts and verify residency annually, beginning each July 1, with a choice of the household joining either the Comsewogue Public Library or the Port Jefferson Free Library.

New proof of residency is required in the event that an account is expired or mail is returned.

Borrowing

Limits and Loan Periods

A member may borrow up to 80 items. Comsewogue Public Library is a “fine free” library (excluding date-specific reserved items such as, and not limited to, museum passes and lawn games).

The loan period of Library items varies by item type. An up-to-date list of all loan periods and renewal information is posted in the Library and on the Library's website under Membership and under About/Library Documents.

A Comsewogue Public Library member with proper identification need not present a library card in order to be served.

Comsewogue Library items eligible for renewal will be automatically renewed.

Fines accumulate daily on overdue museum passes until they are returned, reach a maximum fine (currently \$100), or are declared lost by either the cardholder or the library.

Non-Circulating Collections

The following are to be used only in the library:

- Reference materials
- Newspapers
- Microfilm

"Direct Access" Borrowing

Cardholders from libraries in Suffolk County may borrow most items from other libraries in Suffolk County. Direct Access borrowing would follow the lending library's limit/loan/fine rules.

Excluded from Direct Access Borrowing:

- Library of Things ("Other Things Library")
- Museum Passes
- Video games
- J Big Books

A Direct Access borrower must present their Suffolk public library card in good standing or two acceptable proofs of identification to borrow items at the Circulation Desk.

Overdue / Lost Library Items

Library cardholders are responsible for the payment of fines on overdue materials and of the replacement cost of library materials that are returned damaged or are declared lost or stolen.

Whether to accept a replacement item provided by a borrower is at the discretion of the Library Director.

The Library does not accept the return of or provide refunds or credits for lost/stolen materials if they are recovered after a person has paid replacement charges. Once the Library receives payment for a lost item, the item becomes the property of the borrower.

Library accounts which have accrued charges/fee/fines totaling \$5 or more will be "stopped" until the account is cleared (paid).

Notifications to Cardholders

In an effort to recover overdue materials, cardholders will receive the following notifications:

- 7 days after an unreturned item's due date - overdue notice is sent (by email or US mail, depending on a cardholder's previously-selected preference).
- 21 days after unreturned item's due date – cardholder's library account is billed for the cost of the item and a bill is mailed via US mail. Returning the item will satisfy this bill.
- 28 days after unreturned item's due date – cardholder's library account is "stopped" and cardholder will be unable to use their library card until item is returned or replacement cost is paid.
- Unreconciled accounts are, after 60 days, shared with a collection agency. (see below)

Debt Collection/Return of Materials

The Library is obligated to its taxpayers to attempt the recovery of all outstanding debt and/or library materials. Cardholders with long overdue materials (60 days or more) are subject to contact from a collection agency. A \$10 collection agency fee is charged to the library cardholder's account, plus billed item amounts. Items may still be returned at this point, contact the Library's Circulation Department or bring the item to the Library to return.

Payment Methods

At the Library: Cash, personal check or U.S. Postal Money Order

By Mail: Personal Check or U.S. Postal Money Order - Include cardholder's library card number in the note/memo field of mailed payment, as well as the notice or a note indicating item(s) being paid.

Administration
Comsewogue Public Library
170 Terryville Rd.
Port Jefferson Station, NY 11776

Online: Credit Card - Pay using a credit card via your library account, accessible from the Library's website, www.cplib.org. The Library does not retain credit card information. Payment may be made on all accumulated fines or for individual items. Note that a minimum fine amount of \$1.00 is required to use online payment.

Those using a public computer to pay fines should take special care to log out of the account when finished. Credit card payment is not currently possible at Library public service desks.

Delinquent account information cannot be shared and fines cannot be paid by phone.