

Circulation Policy

Adopted by the Board of Trustees, June 20, 1984
Revised by the Board of Trustees, June 17, 1992
Revised by the Board of Trustees, February 19, 1997
Revised by the Board of Trustees, January 14, 1998
Revised by the Board of Trustees, February 18, 1998
Revised by the Board of Trustees, October 21, 1998
Revised by the Board of Trustees, November 18, 1998
Revised by the Board of Trustees, November 17, 1999
Revised by the Board of Trustees, November 15, 2000
Revised by the Board of Trustees, June 16, 2004
Revised by the Board of Trustees, July 18, 2007
Revised by the Board of Trustees, June 18, 2008
Revised by the Board of Trustees, September 16, 2009
Revised by the Board of Trustees, June 15, 2011
Revised by the Board of Trustees, August 15, 2012
Revised by the Board of Trustees, October 17, 2012
Revised by the Board of Trustees, March 20, 2013

Revised by the Board of Trustees, July 17, 2013
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Revised by the Board of Trustees, July 22, 2014
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Revised by the Board of Trustees, December 16, 2016
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Revised by the Board of Trustees, July 18, 2018
Revised by the Board of Trustees, October 16, 2019
Revised by the Board of Trustees, February 19, 2020
Revised by the Board of Trustees, October 21, 2020
Revised by the Board of Trustees, September 15, 2021
Revised by the Board of Trustees, March 16, 2022
Revised by the Board of Trustees, December 21, 2022

I. REGISTRATION

1. To be eligible for a free adult Hicksville library card, applicant must:
 - a. Reside in school district #17, or
 - b. Teach in the district, or
 - c. Own or rent property in the district
 - d. To obtain a children's library card; child must be no older than 5th grade student.
 - e. To obtain a young adult card; be a 6th grade student or older with a valid school bus pass, or current class schedule.
2. Resident/Parent or guardian applicant must provide identification (current driver's license) and a proof of residence (current utility bill, car registration, etc.). Check map to see if applicant's address is in limits of school district. This card is valid for three years.
3. Applicant who teaches in the school district may be registered with identification: a current pay stub from the school district or a letter from the office of the principal verifying that the applicant is a teacher in the school district. This card is valid for the current school year. There are no direct access privileges.
4. A business firm owning or renting property in the district is eligible for one free library card per company to be used for 1 specified employee.
 - a. A current letter of authorization with the company letterhead and signed by an officer of the company must be submitted.
 - b. This officer shall be held responsible for all lost or damaged material charged out with this card.

- c. No restriction will be placed on the type of materials used or services rendered.
 - d. This card will be issued for one year.
5. An applicant whose secondary residence is within the Hicksville school district may apply for a local use only Hicksville Library card. The applicant must show proof of residence by presenting a tax statement and water bill. This card is valid for 3 years.

II. EXPIRED LIBRARY CARDS

Expired cards may be renewed any day during the month the card expires.

III. REGISTRATION, NON-RESIDENT

Anyone living out of the district, and not a taxpayer or a teacher in the district, is a non-resident for registration purposes. Hicksville district teacher's cards are valid for the school year. Individuals who reside outside the boundaries of a chartered service area may obtain a free borrowers card from the libraries designated by the Nassau Library System.

IV. DIRECT ACCESS

Patrons with cards from other Nassau County libraries stamped or punched or checked "direct access" have the same borrowing privileges as residents for material at the library's discretion.

V. LOAN PERIOD FOR LIBRARY MATERIALS

1. 28-day loan period for audiobooks, fiction books, music CDs, non-fiction books, playaways and sound recordings which are not new. New audiobooks, new books that are 500 pages or longer and playaways with a recording time of 15 hours or longer will be 28-days.
2. 14-day loan period for new audiobooks, fiction books, MCN books, music CDs, playaways, sound recordings and express collection materials.
3. 28-day loan period for new sound recordings over 15 hours.

4. 7-day loan period for adult magazines.
5. 7-day loan period for how to DVDs over 350 minutes or TV series.
6. 3-day loan period for new DVDs.
7. Patrons may borrow a maximum of 12 of each audiobooks, DVDs and music CDs at one time.

VI. RENEWALS FOR BOOKS AND OTHER LIBRARY CIRCULATION MATERIAL

Library materials that are not new may be renewed for 28 days. No 14-day audio materials, books, magazines, or express collection materials may be renewed.

VII. BOOKS RETURNED

1. Books borrowed from other libraries may be returned here and fines are collected if the material is lost or damaged.
2. When the library is closed books are returned in the book drop. They are backdated to the last day the library was open.

VIII. OVERDUES

1. Adult and Children's materials will not have overdue fines.
2. Overdue notices are sent to patrons at 18 days and a bill notice is sent at 35 days delinquent.
3. Borrowing privileges are suspended until library materials are returned.

IX. CLAIMS RETURNED

If a patron is positive that they returned the material(s), consult with a supervisor on whether to use claims return on the item(s).

X. DAMAGED OR LOST LIBRARY MATERIALS

1. When a book is lost and the patron has received the bill notice the patron must pay for the item to have their borrowing privileges reinstated.
2. If an item is damaged or lost the patron will pay the price of the book unless otherwise determined by a supervisor.
3. Borrowing privileges are suspended until the damaged or lost material is paid for.

XI. RESERVES

1. Reserves cannot be placed on audiovisual items or magazines.
2. Reserve books are held for one week.

XI. MUSEUM PASS PROGRAM

The Library offers two types of passes; Print on Demand passes and Pick Up/Return passes.

Print on Demand passes can be printed from home or at the Library. These passes are only valid for the date of the visit listed on the confirmation page so request your pass for the day you wish to use it. Passes **must be printed** to gain access to the museum.

Pick Up/Return passes are borrowed for three days. There will be a late charge of \$20 per day. In the event of a non-return of a pass, the Library will add the replacement cost of the pass to your record. Passes may be returned in the AV book drop or in person.

Museum passes may be borrowed by Hicksville Public Library cardholders over 18 years of age who are in good standing and are clear of fines \$5.00 and over. There are no renewals for any museum passes. Patrons may not reserve two museum passes for the same day and/or pick up two museum passes on the same day with separate Library cards.

A maximum of 3 museum passes can be reserved per every thirty day period. Once the 3 pass limit has been reached, patrons must wait 30 days from the date of their first reservation to book another museum pass. Only one museum pass at a time is permitted per family (i.e. those patrons living at the same mailing address). Patrons may not use another adult family member card to book additional passes once the 3 pass limit has

been exceeded. Patrons may not reserve two museum passes for the same day and/or pick up two museum passes on the same day with separate Library cards.

Passes are subject to availability, and are reserved on a first-come, first-served basis up to ninety days in advance. The Library has the right to monitor usage to ensure fairness and access for the greatest number of patrons.

Borrowers are responsible for calling the museum directly for hours of operation, parking, or directions. Each museum reserve the right to determine the rules and regulations governing the use of the museum pass. The museum pass may not provide admission to all exhibits at the museum. **Passes are not valid for special events.** Borrowers are advised to have a back-up plan in case the museum is unexpectedly closed, if the Library must close for emergency, or if a museum pass is not returned on time. The Library is not responsible in case any of these things happen.

XII. Assistive Listening Device

For the benefit of our patrons, the Library now offers four (4) Assistive Listening Devices. Disposable earbuds are also available if needed.

Guidelines for Borrowing

- The device cannot be reserved in advance and shall be distributed on first come, first serve basis at the Circulation Desk.
- Patrons must present a valid Library Card at the time of checkout and not have outstanding fines of \$5.00 or more.
- If device is lost or damaged, patron shall pay a replacement fee The replacement fee the cost of the item.

XIII. Mobile Hotspot Borrowing Policy

Guidelines for Borrowing and Use

- A valid Hicksville Public Library card and current photo ID must be presented at the time of checkout.
- Borrowers must be 18 years old or older and in good standing with the library.
- The Mobile Hotspot Device may be borrowed for 14 day period and may not be renewed.
- Mobile Hotspot Device may be reserved.
- Mobile Hotspot Device can only be checked out from and returned to the Circulation Desk.

- Do not use the Book Drop or return to another library.
- As with any electronic device, please use care when handling.

Fines and Liability

- The borrower is responsible for costs associated with damage or loss of the Mobile Hotpot Device.
- The replacement fee for the Mobile Hotspot Device is the cost of the item.

XIV. Audiovisual Collection Policy

1. Borrower must have a current public library card and be 18 years of age or older. **Library cards are not transferrable. A patron may borrow audiovisual material on his/her card only.**
2. **New audiovisual materials are lent for three days only and cannot be renewed or reserved.**
3. Overdue fees for lost and damaged audiovisual material is the replacement cost of the item.
4. There is a maximum limit of 12 audiovisual items per patron. All must be returned before any other can be borrowed.
5. Audiovisual materials are for home use only. No other showing, including use in schools, is authorized.
6. The library assumes no responsibility for damage to any equipment which may result from the use of its audiovisual material.
7. The copyright law forbids duplication of all copyrighted materials.
8. The user is liable to the library for any damage resulting from misuse or mistreatment of audiovisual materials.

XV. Express Collection Policy

The Hicksville Library will offer a special express collection of new high-demand book titles exclusively for local patrons. They will be in a separate area and labeled

accordingly. The special copies designated for the Express Collection are additional to the regular copies of new books procured for the library.

Borrowing Guidelines

- Limited to Hicksville cardholders in good standing only.
- Maximum of 2 “Express Collection” books per card at any given time.
- 14-day lending period. No renewals.
- Not reservable or to be used to fulfill holds.
- First come, first served basis.