

Circulation Policy

Library Cards

The Brookhaven Free Library issues library cards without charge to residents and property owners of its chartered service area, the South Country Central School District.

Proof of residence and identity is required at the time of initial application and renewal. Acceptable forms of proof must include the applicant's name and current address. A post office box is not sufficient proof of residency.

Acceptable proof includes:

- Valid driver's license/permit; valid government issued picture ID; valid school picture ID
- AND one of the following: mortgage statement; automobile registration (current); voter registration post card; auto insurance; utility bill; credit card statement; cancelled check; bank statement; lease or renters agreement; tax bill; report card; tuition bill; school enrollment verification
- A postcard can also be mailed to the applicant for verification purposes

A parent or legal guardian must be present with their minor child under the age of 16 at the time of initial application and renewal.

Cards issued are valid for two years.

In addition, the Brookhaven Free Library will issue a courtesy library card without charge to those nonresidents of the Library District who:

- Are owners of a business located in the Library District. Photo ID and proof of ownership are required at the time of initial application and renewal.
- Are employees of a business/school located in the Library District. Photo ID and proof of employment are required at the time of initial application and renewal.
- Are renting short term (less than one year) within the Library District. Photo ID and proof of residency are required at the time of initial application and renewal.
- Other special circumstances may warrant the issue of a courtesy card, at the discretion of the Library Director and/or Supervisor.

Courtesy cards issued are valid for a term of not more than one year but may be less depending on duration of employment or stay within the Library District. Borrowing restrictions may apply.

The Library acknowledges the right to Library service by those that are homeless; conversely, the Library has a legitimate need for an address where notices can be sent. In such cases the Library will accept alternative identification/proof of residence, including but not limited to:

- The address of a shelter, church or other social service entity where they can receive mail
- An email address

If an individual can furnish none of the above, they may complete an affidavit that they reside within the Library District to receive a card. Proof of identity is still required. Cards will be issued for one year. All other borrowing rules and regulations shall apply.

There is no fee for replacement cards.

A physical card in hand is not needed at the time of checkout. Library staff may look up a patrons account, however, verification of identity will be required. The same applies for phone or email transactions.

A patron has the right to give their card to another person for the purposes of borrowing or picking up reserved materials.

Loan Periods and Borrowing

Material Type	Loan Period	Renewals	Fines Per Day	Max. Replacement Cost
Magazines	7 Days	6	\$0.00	\$2.00
All Books, Books on CD, CDs, e-Readers * New Books & e-Readers – Borrowing Restricted to BFL Cardholders Only	28 Days	6	\$0.00	Varies by item
New DVDs & New Blu-ray for Adults * Borrowing Restricted to BFL Cardholders Only	7 Days	1	\$0.00	Varies
New DVDs & New Blu-ray for Children * Borrowing Restricted to BFL Cardholders Only	7 Days	6	\$0.00	Varies
All non-new DVDs & Blu-ray	7 Days	6	\$0.00	\$10.00 – Varies
Launch Pads * Borrowing Restricted to BFL Cardholders Only	7 Days	6	\$0.00	\$100.00
Museum Passes and Equipment/Special Items * Borrowing Restricted to BFL Cardholders Only	Varies	Varies	\$20.00	Varies

The Library Director in consultation with the staff may determine loan periods and limits on the number of items being borrowed per transaction, based on local usage patterns, the size of various collections and what items are in high demand, so long as items are not unduly restricted. As circulation trends change, loan periods and limits are subject to review and periodic change.

Brookhaven Free Library does not charge overdue fines, but you will be charged list price for replacement of lost or damaged materials.

Notices & Lost/Damaged Items

Notices by default, are sent via email. Patrons may request to have them mailed. Courtesy notices are sent a few days in advance of the due date of materials and to notify when reserved materials are ready for pick-up.

Overdue notices are sent via email for 7-day loan items when they are 7 days overdue. For all other material, an email notice is generated when the item is 3 weeks overdue. The second and final notice is a bill.

Brookhaven Free Library does not charge overdue fines. However, patrons will be charged the list price for replacement of lost or damaged materials. They may also be charged overdue fines for items borrowed from other libraries. All borrowing privileges will be suspended until the materials(s) are either returned or paid for.

There is a maximum of \$20.00 in fines per patron account before the account is suspended. The account is also suspended if any item is in billed status.

Food for Fines

The Brookhaven Free Library accepts food for fines, with some restrictions. The following conditions apply:

- Unexpired non-perishable food items will be accepted for the replacement cost of lost or damaged Brookhaven Free Library materials that are no longer New.
- Unexpired non-perishable food items will be accepted for the late return of museum passes and equipment.
- Food items will not be accepted for the replacement cost of lost or damaged materials belonging to other libraries, New BFL materials, museum passes, devices, equipment and special loan items. Replacement costs vary by item.

For each unexpired non-perishable food item, one dollar will be forgiven. Collected food will be distributed among food pantries located within the Library District.

Reserves & Interlibrary Loans

All materials in the circulating collection of the Brookhaven Free Library can be reserved. Items not available in the collection may be requested through interlibrary loan from members of the Suffolk Cooperative Library System. Patrons obtaining items on interlibrary loan may be subject to the loan policies and possible fees of the lending library.

The Brookhaven Free Library is a member of the Suffolk Cooperative Library System (SCLS) and as such follows the SCLS Resource Sharing Code as established by SCLS and its member libraries. Any borrower possessing a valid full service borrower's card, in good standing, issued by any member library of SCLS may utilize the resources of the Brookhaven Free Library and borrow items through direct access. The following restrictions apply to direct access loans:

- Materials that do not circulate to local residents
- Materials that are in high demand by local residents (i.e., Museum pass and equipment/special item loans)
- New materials

The Library Director in consultation with the staff may determine, based on local usage patterns, what items are in high demand.

The Brookhaven Free Library agrees to make its collections available through inter-library loan to other member libraries of the Suffolk Cooperative Library System under the rules and procedures as defined by SCLS.

The following restrictions apply to inter-library loans:

- Materials that do not circulate to local residents
- Materials that are in high demand by local residents (i.e., Museum pass and equipment/special item loans)
- New materials

Library cardholders are responsible for all materials borrowed with their library cards. Borrowing privileges will be suspended when a bill has been sent by any library in or lending through the Suffolk Cooperative Library System for overdue or damaged materials.

There is a maximum of 50 holds per patron account.

Renewals

Most items are renewable, unless they have been reserved by another patron. Items can be renewed in person, by telephone or online using a patron account.

Patrons have the option to opt-in to Auto-Renewal Service, in which items checked out to the patron account will be renewed the allowable amount of times before the item's status changes to overdue. If enrolled, email notification will be sent regarding new due dates or if the item cannot be renewed.