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01/20/2026

SECTION 500

CIRCULATION & RELATED

- I. OBTAINING A LIBRARY – HUFSD #3 RESIDENTS – HUFSD#3 PROPERTY OWNER / NON-RESIDENT – HUFSD #3 RENTAL OF STORE OR BUSINESS – TOWN ORGANIZATIONS / SERVICE AGENCIES
- II. BORROWING / RENEWALS
- III. RETURNS & FINES – LOST MATERIALS & SERVICE CHARGES – LOST OR STOLEN CARDS
- IV. RESERVES – INTER-LIBRARY LOAN SERVICE – PATRON REQUEST TO PURCHASE MATERIALS
- V. LENDING REGULATIONS – ALL DEPARTMENTS – LOCAL HISTORY ROOM MATERIALS CONTROL
- VI. PRIVACY STATEMENT

(500-01)

03/31/1978	05/08/1980	09/21/1981
06/15/1988	05/29/1990	02/23/1993
10/18/1994	13/15/2011	07/14/2011
01/19/2021	10/17/2023	01/20/2026

SECTION 500

I. OBTAINING A LIBRARY – HUFSD #3 RESIDENTS – HUFSD #3 PROPERTY OWNER / NON-RESIDENT – HUFSD #3 RENTAL OF STORE OR BUSINESS OWNER — TOWN ORGANIZATIONS / SCHOOLS / SERVICE AGENCIES

a. REGISTRATION – HUFSD #3 RESIDENTS -

FULL PRIVILEGE IN HOUSE AND DIRECT ACCESS

- i. Upon evidence of proper identification, HPL shall issue, or renew, a library card to HUFSD #3 residents valid for a period of three (3) years. Upon expiration, evidence of continued residency in HUFSD #3 must be presented. (Expiration date indicated in patron record in ILS.)
- ii. The following bearing a current local address will be acceptable as proof of local residency: One (1) form of ID is required
 - 1. NYS Driver’s License
 - 2. NYS Non-Driver Photo ID
 - 3. NYS Auto Registration or Insurance Card
 - 4. Current Rent receipt or current Lease Agreement written on official form or letterhead
 - 5. Current Tax Receipt
 - 6. Any piece of mail with name (i.e., utility bill, bank statement, letter) delivered within the last thirty (30) days.
 - 7. Property Deed
 - 8. Student ID or Report Card
 - 9. Digital forms of the above
- iii. P.O. Box is NOT acceptable ID
- iv. With signed permission of a parent or legal guardian, minors (to age eighteen (18) years) can be issued an HPL card to check out materials and use library resources with the possible exception of special collections. A children’s card will be issued to patrons who have not yet entered (7th) grade or are not yet thirteen (13) years old.
- v. Young adults (defined as having entered seventh (7th) grade or at least thirteen (13) years old and not yet eighteen (18) years old) may apply for a teen card to check out materials and use library resources with the possible exception of special collections.
- vi. Patrons may apply to obtain a library card from home by filling out an online application found on the library website. All listed forms of identification apply to online applications as well.

- b. REGISTRATION – HUFSD #3 PROPERTY OWNER – NON-RESIDENT
FULL PRIVILEGE IN HOUSE AND DIRECT ACCESS**
 - i. Upon evidence of current tax bill, property deed or title, HPL shall issue a library card to non-resident HUFSD #3 property owners for a period of three (3) years. At the end of the three (3) year period, the library card may be renewed by re-submitting any of the documents listed above. (Issue one card: John Doe/NR/PO)

- c. REGISTRATION – HUFSD #3 RENTAL OF STORE OR BUSINESS OWNER
NON-RESIDENT FULL PRIVILEGE IN-HOUSE AND DIRECT ACCESS**
 - i. Upon evidence of valid lease or current rent receipt (on official form or letterhead), HPL shall issue a library card only to the non-resident business renter/owner for a period of one (1) year. Upon expiration, owner/renter must provide proof of continued rental/ownership in HUFSD. (John Doe/Business Name).

- d. REGISTRATION – TOWN ORGANIZATIONS / SCHOOLS / SERVICE AGENCIES
FULL PRIVILEGE IN-HOUSE AND DIRECT ACCESS**
 - i. Upon presentation on official stationery and signed by an administrative officer of the organization or agency, HPL shall issue a library card valid for one (1) year in the name of the organization or agency. The card shall be sent to the administrative officer who shall be responsible for any outstanding fines and/or lost materials. The agency shall submit annually, on official stationery, a list of persons who are permitted to use the card.

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II. BORROWING / RENEWALS

a. BORROWING

i. HUFSD #3 CARD HOLDERS

1. These card holders shall have full privileges in borrowing ~~out~~ any circulating material. However, this privilege will apply only where the card holder owes no more than \$20.00 in fines, ~~nor~~ has any overdue material in excess of \$20.00, nor has any items in billed status.

ii. OUT-OF-DISTRICT

1. Those with restricted library privileges (Out-of-District) may not borrow the following materials including, but not limited to:
2. All materials with seven (7) or fourteen (14) day loans
3. Video Games
4. Media Devices
5. Special Collections

b. RENEWALS

- i. Library materials will automatically renew up to six (6) times if there are no holds listed in the Integrated Library System (ILS), with the exceptions of Launchpads, WiFi hotspots, Museum Passes, Library of Things or other special collections.

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III. RETURNING MATERIALS & FINES – LOST MATERIALS & SERVICE CHARGES – LOST OR STOLEN CARDS

a. RETURNING MATERIALS & FINES

- i. No overdue fine shall be charged for any material returned after the due date with the exception of special collections including but not limited to Museum Passes and Library of Things. The Fines & Fees Schedule will be renewed annually by the Board of Trustees and posted.
- ii. Once a library card is issued, the primary cardholder is held responsible for all fines and fees.

b. LOST MATERIALS & SERVICES CHARGES

- i. The fee for lost materials shall be the price as shown in the item record in the Integrated Library System (ILS).

c. LOST OR STOLEN CARDS

- i. The library will assume that the person who presents a Huntington Public Library card for use does so with the permission of the person to whom the card was issued. Patrons are responsible for immediately reporting lost or stolen cards. Once notified, the library will place a stop on the card and the patron will not be held liable for fines or fees incurred on the card, effective the date of notification. A new library card will be issued.

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IV. RESERVES – INTER-LIBRARY LOAN SERVICE – PATRON REQUEST TO PURCHASE MATERIALS

a. RESERVES

- i. Full privilege card holders may request to reserve any circulating materials or equipment listed in our current catalog / Integrated Library System.

b. INTER-LIBRARY LOAN SERVICE

- i. Full privilege card holders may avail themselves of all Inter-Library Loan Services
- ii. A patron may be required to pay a nominal fee for shipping and handling for certain items.

c. PATRON REQUEST TO PURCHASE MATERIALS

- i. Requests for this consideration shall be made on print or electronic forms.
- ii. In accordance with established collection policy, HPL reserves the right to decide which materials will be purchased.

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**V. LENDING REGULATIONS – ALL DEPARTMENTS
LOCAL HISTORY MATERIALS CONTROL**

a. LENDING REGULATIONS – ALL DEPARTMENTS

- i. Restrictions, quantity, and loan periods of material shall be at the discretion of the Department Head.

b. LOCAL HISTORY ROOM MATERIALS CONTROL

- i. Restrictions, quantity, and loan periods of materials shall be at the discretion of the Department Head, but in accordance with the applicable loan period of the item.
- ii. Glass / Locked Case Materials
 - 1. Due to fragility, scarcity, uniqueness, and/or historical content, materials that are housed in any locked cabinet, case, safe, or otherwise, are not permitted to be handled without permission from the Local History Room manager/staff. Individual copies, digital or analog, of specific documents or photographs can be made only by permission. No items are permitted to leave the room or to be checked out to any person or organization without authorization and documentation of material.
- iii. Open Shelving Materials
 - 1. All other catalogued materials that are on open shelves in the Local History Room are available for research upon appointment.
 - 2. Most Huntington High School yearbooks are digitized and are available to view on any public adult computer. A hard copy of a yearbook can be requested at the Adult Reference Desk with a photo ID.

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VI. PRIVACY STATEMENT – CONFIDENTIALITY OF LIBRARY RECORDS

- a.** The Huntington Public Library adheres to the following guidelines concerning the disclosure of information about library users.
 - i.** No information regarding or including:
 - 1.** Patron’s name
 - 2.** Patron’s address
 - 3.** Patron’s telephone number, email address, or other contact information
 - 4.** Library circulation records
 - 5.** Borrower’s records
 - 6.** Number or character of questions asked by a patron
 - 7.** Frequency or content of patron’s visits to the library
 - 8.** Any other information supplied to or gathered by the library

Shall be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid process order or subpoena. The Library Director is the only person authorized to release any information regarding a patron.

- b.** The Huntington Public Library reserves the right to utilize its collected records while in the course of its operations and in cooperation with other public libraries in Suffolk County.
- c.** The Director may authorize the release of certain records to the parent or legal guardian of a library patron seventeen years of age or younger in order to facilitate the collection of fees.
- d.** All library employees (and any volunteers who work on its behalf) will be informed of this policy and instructed to comply.

Juvenile 0-12	Teen 13-18	Adult 18+	Business/Organization	LUO
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I apply for a library card to use the Huntington Public Library and agree to comply with all its rules and regulation, and I assume financial responsibility for all materials borrowed on this card. I understand that my personal information will not be disclosed without valid process order or subpoena and and that my contact information will only be used to inform me of library business or services.

Name _____ DOB _____

Address _____ 11743 / 11746

Phone _____ Cell _____

Email _____

Signature _____

Parent signature identifying minor _____

Clerk initials _____ 21248 _____