



Borrowing Period

The lending period for most library materials is 28 days. New books, non-fiction videos and DVDs, magazines, CDs and CD-ROMs are loaned for 14 days. Older videos and DVDs circulate for 7 days; while new videos and new DVDs circulate for 4 days.

Renewals

Items may be renewed if they are no outstanding reserves. Most items may be renewed 5 times. New books, magazines and all other media may be renewed 2 times. You may not renew New Videos and DVD's. All other items that are not overdue may be renewed at the Circulation Desk, by phone (588-5024), or online.

Fines and Fees

A fine of \$.05 per day is charged for most overdue books and magazines. Overdue non-fiction videos and DVD's, audiobooks and CD's are \$.50 per day. The fine for overdue entertainment videos, DVD's and CD-ROM's is \$1.00 per day. The maximum fine is \$3.00 for each item. You may return materials until they become 5 months overdue, after which you will be billed the full replacement cost. You will be charged replacement cost for items returned damaged or in less than circulation condition.

Pay Online

You may pay your fees and fines that exceed \$5.00 online with MasterCard or Visa. This online service is available in the Library as well as from home.

You can find more information by visiting the library in person or by visiting us on the web at sachemlibrary.org

631-588-5024
phone

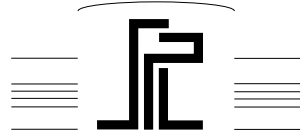
631-588-5064
fax

Visit us:

Monday–Friday: 9:30 a.m. – 9:00 p.m.
(During July/Aug: Friday 9:30 a.m. – 6:00 p.m.)

Saturday: 9:30 a.m. – 5:00 p.m.

Sunday: 12 noon – 4:00 p.m. (Sept – June)



SACHEM PUBLIC LIBRARY
150 Holbrook Road, Holbrook, NY 11741

Your Library Card



Sachem Public Library

is one of the largest and finest suburban public libraries in New York State. When you visit our library you will find books, CDs, DVDs, magazines and electronic resources for learning and enjoyment, as well as a host of vital services and resources, all provided free.

As a resident or taxpayer of the Sachem Library District, you are eligible for a SACHEM LIBRARY CARD.

Current proof of residence or ownership is required when applying for a library card.

Examples of valid forms of identification include:

- Driver's License/non-driver ID
- Automobile registration
- Automobile Insurance ID card
- Utility or credit card bill (within 60 days)
- Bank statement
- Pay stub
- Lease/deed/tax bill

Library Card Renewals

Your library card is valid for 3 years. To renew your card, visit the library and present proof of district residency or ownership. Your library card must be clear of all delinquencies and/or fines before it may be renewed. Teens may renew by presenting a current school ID or progress report.

Wallet and Key Cards

You may select either a wallet style library card, or a key fob. Either form of Library card will be imprinted with your photograph.

Lost Cards

You are responsible for all materials checked out on your card. Please report the loss or theft of a Library Card immediately. There is a replacement fee of \$2.00 for Library Cards.

Children's and Teen Cards

A child/teen under the age of 18 must be accompanied by a parent or legal guardian when applying for a Library Card. Your child, from infancy through the 5th grade, is eligible for a Children's Library Card. When you register your child, you may choose to deny your child access to materials shelved in the Media Room, adult/teen collections and/or Internet on the Library computers. You may review or change these access decisions in person at the Circulation Desk at any time.

Your child may update to a Teen Library Card upon completion of the 5th grade by presenting an end of school year report card. Although you, the parent/ guardian, do not need to be present, you may wish to reevaluate at this time the access decisions you have made for your teen, in particular, allowing Internet access.

Company Library Cards

A company/corporation that is located within the Library district may request one Company Library Card. The employer must designate a specific employee as the cardholder and must submit a letter of authorization. Only that person may use the card. The employer bears responsibility for unpaid fines/fees incurred on the card. Further information is available at the Circulation Desk.



■ Reserves

You may reserve materials either in person or by phone at both the Adult and Children's Reference Desks. You may also reserve items online. If we do not own the materials, you can request that we borrow materials from other libraries through Interlibrary Loan. You will be notified by e-mail when the material you requested is available. Most reserved materials will be held at the Circulation Desk. Media will be held downstairs in the Media Room.

All materials are held for 3 days.

■ Courtesy Notices

You will receive an e-mail reminder a few days in advance of the due date of most materials. This service can only be provided if you include your e-mail address in your registration information. You may add or change registration information at any time either at the Circulation Desk or online.

■ Online Circulation Services

You may access the library's catalog and your circulation record by clicking on "View Your Record" on the Library homepage (www.sachemlibrary.org)

■ Direct Access

You may use your library card to borrow non-restricted items from any public library in Suffolk County. These materials are subject to the borrowing periods and related fees of that library. Materials borrowed from another Suffolk public library may be returned to any Suffolk public library.