

Circulation Policies

Effective 2/23/2021

LOAN PERIOD	MATERIAL	Max Renewals	Fine/Day	DA/ILL	MAX FINE	TIME TO BILL
DOES NOT CIRC	Reference					
28	UPPER LEVEL ITEMS	6	\$0.00	yes	\$0	28 DAYS
28	LOWER LEVEL ITEMS	6	\$0.00	yes	\$0	28 DAYS
28	MAIN LEVEL music, magazines, Ereaders	6	\$0.00	yes	\$0	28 DAYS
28	Study Guides	6	\$0.00	NO	\$0	28 DAYS
14	New Books (ADULT & TEEN)	6	\$0.00	yes	\$0	28 DAYS
14	HotSpot	6	\$0.50	NO	\$10	28 DAYS
14	Play-Away View/Launchpad	6	\$0.50	NO	\$10	28 DAYS
7	DVD/BLURAY/VIDEO GAMES	6	\$0.00	yes	\$0	28 DAYS
7	ALL ITEMS IN THE LOT	6	\$0.50	NO	\$10	28 DAYS
7	American Girl Doll kits	6	\$0.00	NO	\$0	28 DAYS
7	Teen Community Service Kits	0	\$0.00	NO	\$0	
2	Museum Adventure Pass	0	\$20.00	NO	\$200	7 DAYS

Company Cards

Businesses within the district are entitled to one library card. The company assumes responsibility for all fines and fees. Cards are LOCAL USE ONLY. Cards expire annually.

"Connections" for the Homebound, Outreach

Materials circulate on patron's record. Regular loan rules apply. A five day grace period is extended to accommodate delivery to and from the homebound patron.

Teacher Cards

Sachem School District faculty are entitled to a LOCAL USE ONLY card with the same loan rules associated with a SPL staff card. Cards expire the end of each school year.

OTHER FINES & FEE INFORMATION

Maximum time overdue before items are billed at full replacement cost				28 DAYS
Maximum time overdue before NEW DVD billed at full replacement cost				10 DAYS
Minimum owed to block patron record				\$20.00
Patron records must be clear of all delinquencies and fines upon renewal				
Materials lost or damaged				Full replacement cost
NO REFUNDS/ NO REPLACEMENT COPIES ACCEPTED				
Supplemental items (which can be replaced in order for items to continue to circulate):				
Audio book/ CD ROM/ Launchpad/ View case				\$6
CD/DVD cases				\$3
Missing CD from boc (If available for re-order)				\$10
Electronic supplies for purchase				
Headphones, Ear buds, Flash drive				Best available price
Printing/FAX services				
Black/White print Cost per page				First 10 pages free with SPL card
Color Cost per page				\$0.25
PRINT@LIBRARY Cost per page				\$0.10
FAX				First 10 pages free with SPL card
International FAX				
1st 3 pages per number. Each additional page .50				\$2.00