

## **Circulation**

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The Southold Free Library (SFL) is a member of the Suffolk Cooperative Library System (SCLS) and follows the SCLS Resource Sharing Code as established by SCLS and its member libraries. The SFL agrees to make its full collection available through inter-library loan to other member libraries of the SCLS under the rules and procedures as defined by SCLS.

The library's circulation policy is to:

- Put as few restrictions as possible on the flow of information and materials
- Monitor and retrieve materials in a timely way to facilitate access to them by others

### Responsibility of Cardholders

The person to whom the library card is issued, with the exception of minors, is responsible for all items checked out on the card. Items checked out on a minor's card are the responsibility of the parent or legal guardian.

Library card holders agree to report any change in their contact information to the library so that they may be contacted about items on hold and about overdue material.

If a library card is lost or stolen, it is the cardholder's responsibility to notify the library. All items checked out, prior to the date the card is reported lost, are the responsibility of the patron.

A parent or legal guardian who wishes to end borrowing privileges for his or her child, must notify the library so that the record can be removed. Destruction of a library card does not remove a registration record.

### Non-District Resident:

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 SFL and borrow items through direct access and inter-library loans.

### Records

The Library collects the names and contact information of individuals for the purpose of:

- Issuing library cards
- Identifying materials the cardholder currently has out on loan
- Recording and identifying overdue materials
- Placing and tracking holds
- Administrative and operational activities

Each patron has control over his or her library card and presentation of the card permits access to information about the borrower's current circulation record. When circulation-related transactions occur, the library updates the circulation data in the patron's account of the Suffolk County Library System database. The library has access to a patron's currently-issued items but not their borrowing history. The library will not retain a separate record of transactions. All records relating to customer registration are confidential. (See "Confidentiality of Library Records")

*Adopted by the Board of Trustees 12/05. Revised 11/07, 11/09, 9/10. Reviewed 11/12, 5/14, 2/19.*