

Circulation

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 the SCLS Resource Sharing Code (certain limits apply).

The library's circulation policy aims 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 eliminate a registration record.

Non-District Resident:

Any Borrower possessing a valid full service borrower's card, that is not expired, and has no stops to the account, issued by any member library of SCLS, may utilize the resources of the SFL and borrow items through direct access and inter-library loan, as outlined in the Resource Sharing Code. Exceptions include ILL of new or high demand materials, and specialized materials such as the Library of Things, Museum Passes, and reference materials.

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 their 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 in 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"]

Material	Loan period	Age Limit
New Books and bestseller		
Collection	2 weeks	none
Books	3 weeks	none
Magazines	1 week	none
Recorded Books		
Recorded Books	3 weeks	none
New recorded books	2 weeks	none
Compact discs	3 weeks	none
DVDs New		
DVDs New	3 days	16+
DVD's	1 week	16+
DVDs (Non-fiction)	1 week	16+
Library of Things		
Library of Things	1 week	none
Telescope	3 days	none
Museum passes	3 days	16+

- Vacation loans can be arranged upon request (not available on new books).
- Items may be renewed if they are not on hold by another SFL patron. Items that circulate for more than 3 days will automatically renew when available. Items may also be renewed in person, by telephone, or online.
- Patrons may place holds on a Nassau County item if not owned in Suffolk.
- With the exception of e-material, all eligible items will be automatically renewed up to six times, unless there is a hold on the item; there is \$5 or more of standing late fees on the patron's account; the patron's library card has expired.

- There will be no fines for overdue Library materials. Exceptions are museum passes, which accrue \$1/day in fines. To encourage return of borrowed materials, patrons with non-renewable items that are two weeks overdue, will not be able to borrow any further materials until the overdue items are returned.
- Items that are not returned after 28 days from the due date will be considered lost, and the patron will be billed for the replacement cost of the item. Upon return of the item, the bill will be canceled and no fine will be charged.

Lost or Damaged Material

Patrons are responsible for the replacement cost of any lost material. Southold Library items may be replaced with a duplicate item. If a Southold Library item is found within 6 months, a refund will be issued to the patron. For items from other libraries in SCLS, payment only is accepted, payable to the owning library. No replacement items can be accepted, and no refunds can be issued.

It is within the Library's discretion to determine when a damaged item must be replaced. The patron is responsible for the replacement cost of the item. After the replacement cost is received, the patron is entitled to keep the damaged item.

Patron Accounts

Patrons can access their account online at the website southoldlibrary.org and may utilize their account to:

- Place holds
- Renew items
- Pay fines
- Update contact information
- Access their reading record (needs to be manually activated)

Online access requires a username and password. Library staff are available to assist as needed.

Adopted by the Board January 22, 2025