Circulation Policies

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.

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 loan, as outlined in the Resource Sharing Code.

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"}

Material	loan period	age limit
New Books	2 weeks	none
Books	3 weeks	none
Best Sellers	3 weeks	none
Magazines	1 week	none
Recorded Books	3 weeks	none
New recorded books	2 weeks	none
Compact discs	3 weeks	none
DVD's New	3 days	16+
DVD's	1 week	16+
DVD's (Non-fiction)	1 week	16+
Library of Things	1 week	none
Telescope	3 days	none
Museum passes	1 or 3 days (pass dependent)	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 on the patron's account; or the patron's library card has expired.

There will be no fines for overdue Library materials. Exceptions are museum passes and mobile hot spots, which accrue $5/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. A duplicate replacement of the item is acceptable. If the original item is found within 6 months, a refund will be issued.

It is within the discretion of the Library 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; revised and approved June 24, 2026