

Library Cards

Library cards are issued at no charge to persons in the area served by the Sayville Union Free School District including:

- ✓ Sayville and West Sayville residents ages newborn and up
- ✓ Non-resident property owners
- ✓ Local business owners
- ✓ Educators in the Sayville schools (for use at Sayville Library only)

A library card entitles its holder to all services of Sayville Library plus borrowing privileges at any other Suffolk County Library either through a direct visit to the library or a request to have an item transferred to Sayville Library for pick up.

- I. A library card is valid for three years.
- II. A library card's rights and privileges are non-transferable.
- III. A library card must be presented when borrowing library materials. If a card holder does not have their library card at that time, a Driver's License or valid school ID are acceptable forms of identification.
- IV. Library cardholders are responsible for all materials borrowed and services used with their library cards. The signature on an application indicates agreement to abide by all library policies.
- V. A parent or legal guardian must accompany a minor child (under 18) at the time of initial application and renewal.
- VI. Proof of residence is required at the time of initial application and renewal. A post office box in Sayville is not sufficient proof of residency.
- VII. **One** of the following are acceptable forms of proof of address for an initial application:
 - Photo Identification:
 - Driver's license
 - DMV photo ID
 - Town of Islip card
 - (All ID must be current. Expired ID's not accepted.)
 - Passport
- VIII. **Non-resident/Property Owners**
 - One photo ID with home/ mailing address
 - A current tax bill with property address

IX. Business Owners:

- One photo ID with home/ mailing address
- One other proof of home/ mailing address
- A business card and lease agreement or tax bill
- Proof that business is located in library's district

- X. Library Card **Renewals** require one piece of identification with current address
- XI. If a card holder should either lose their card or have the card stolen, they should notify the library as soon as possible so a notation may be made in their record. Replacement cost is \$1.50.
- XII. At its discretion, the Library may limit the number of items that may be charged out and the number of holds that may be placed on one library card.

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