

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

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 cardholder 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. Residents living in the Sayville School District are eligible to receive a Sayville Library card. A current, valid photo ID and proof of address are both required in order to complete a library card application. The following items are acceptable forms of ID and proof of address. Please note that P.O. boxes are not sufficient proof of residency.

Photo Identification:

- NYS Driver's license*
- DMV Photo ID*
- Town of Islip ID card
- Passport
- College or University ID (for students)

Proof of Address:

- A utility bill, dated within 30 days, showing residence within the Sayville School District boundaries
- A copy of a lease agreement, mortgage, or tax bill showing residence within the Sayville School District boundaries

*Starred items that include an address within the Sayville School District boundaries can be used as both photo ID and proof of address.

Those who own businesses or property located within Sayville School District boundaries are permitted to apply for a Sayville Library card, regardless of whether they have a pre-existing card in the district in which they reside. Business cardholders will have library privileges at Sayville Library only; card cannot be used at other libraries.

- VII. **The following are acceptable forms of ID and proof of address for non-resident property owners:**
- One photo ID with home/ mailing address
 - A current tax bill with property address
- VIII. **The following are acceptable forms of ID and proof of address for 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
- IX. Temporary cards may be issued for non-permanent residents of the Sayville School District. These cards are valid for one year and reevaluated on a yearly basis as needed. Applicants must provide documentation of their temporary residence within the district.
- X. Library Card **Renewals** require a current, valid photo ID and proof of address.
- XI. If a cardholder should either lose their card or have the card stolen, they should notify the library as soon as possible so a notation is made in their record. As a courtesy, lost or stolen cards will be replaced at no charge to the cardholder.
- XII. At its discretion, the Library may limit the number of items that may be borrowed and the number of holds that may be placed on one library card. Borrowing privileges may be blocked when fines or fees exceed \$10.00.
- XIII. If a patron would like to close their Sayville Library card account, they should do so by written request to the attention of the Library Director. The request must include the full name, address and Library card number of the patron requesting the deactivation. All outstanding items and/or fines must be cleared before an account can be deactivated.

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