

PATCHOGUE-MEDFORD LIBRARY

POLICY FOR NON-DISTRICT BORROWERS

YOU SHOULD PRESENT your current library card from your home library (in Suffolk County), with no fines or overdue materials. New materials (items with stars) are not available for loan to non-district borrowers.

YOU MAY BORROW:

| Loan Period | | Limit |
|-----------------|---|-------|
| 7 Days | Adult Feature Videos/DVDs | 5 * |
| | Children's Feature Videos/DVDs | 5 * |
| | Bicycle Locks | 1 |
| | Audiovisual Equipment | 2 |
| | (film projector, screen, CD player, cassette recorder/player, overhead projector) | |
| 3 Weeks | Books (Adult/YA) | 15 |
| | Books (Children's) | 15 |
| | Videocassettes/DVDs | 5 * |
| | Compact Discs | 5 |
| | CD-ROMS (Adult & Children's) | 5 |
| | Pamphlets | 6 |
| | Audiocassettes | 5 |
| | Cassette or CD Books | 10 ** |
| Fishing Rods | 1 | |
| 2 Months | Framed Art | 3 |

*You may borrow a total combination of 15 videocassette and 10 DVDs (5 adult and 5 children's).

**You may borrow a total combination of 10 cassette or CD books.

PLEASE NOTE: During periods of heavy demand for class assignments there is a limit on Children's non-fiction of two books per subject.

YOU MAY NOT BORROW:

- Any AV Material with a star (new or in high demand)
- New Fiction and New Nonfiction
- Magazines
- Puzzles
- Video Games
- Travel Kits
- Bilingual Kits

YOU MAY USE public typewriters, public computers, record players, audio cassette and cd players in the library.

YOU MAY REGISTER for programs, trips and career counseling unless they are restricted to Patchogue-Medford residents.

RENEWALS

Books, cassettes, compact discs, CDROMS, and pamphlets may be renewed twice, in person, by telephone or online, unless there is a demand for the materials. You may not renew 7-day materials and fishing rods. Non-starred DVDs and VHSs may be renewed once.

FINES & FEES

| | Per Day | Maximum |
|---------------------------|---------|-------------------|
| Books and | | |
| Non-book materials | \$.05 | \$ 3.00 |
| Videocassettes/DVDs | 1.00 | 5.00 |
| Audiovisual equipment | 1.00 | 5.00 |
| Fishing rod & reel | 1.00 | 5.00 |
| Bicycle locks | 1.00 | 5.00 |
| Lost or damaged materials | | Cost of materials |

OVERDUE NOTICES

A notice is sent for 3 and 7 day material when it is 7 days overdue. A notice is sent for other material when it is 3 weeks overdue. The second and final notice is a bill. All borrowing privileges will be withdrawn until the material is returned or paid for. A service charge may be added to delinquent accounts.

LOST CARDS

If a library card is lost or stolen, your home library should be notified immediately.

HOURS

Monday-Friday

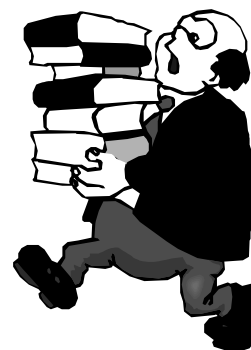
9:30 a.m. - 9 p.m.

Saturday

9:30 a.m. - 5:30 p.m.

Sunday (October - May)

1-5 p.m.



PATCHOGUE-MEDFORD LIBRARY
54-60 EAST MAIN STREET, PATCHOGUE, NY 11772
(631) 654-4700

VISIT US AT: www.pmlib.org

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