

# **Circulation Policy**

## **Borrowing and Returning Materials**

In order to borrow material from the Library you must have your own Library card. If you forget your card, you must provide other identification.

## **Loan Periods**

### **7 Day Loan**

New Entertainment DVDs  
Older DVDs and Videos  
All Children's DVDs and Videos

### **14 Day Loan**

All Books  
All Audio Books  
CDs  
Magazines

**TOTAL ITEMS PER CARD: 50**

## **Reserves**

Westhampton Free Library cardholders may reserve all library materials. Reserves may be placed in person, on the phone or online Limit is 50

## **Inter-Library Loans**

Patrons who want to borrow materials from other libraries may do so by visiting another Suffolk County library, or by requesting an inter-library loan of material. Loans requests may be made in person, by phone or online Limit is 50. Loan periods and overdue fines, which are determined by the lending libraries, must be adhered to.

## **Renewals**

Materials may be renewed 6 times unless they are on reserve for another patron. Items may be renewed in person, by telephone or online.

*Materials on loan from other libraries may only renew those items if the lending library agrees.*

### **Loan Period/Fine Schedule**

All materials must be returned to the Library on the date they are due.

### **Blocked Cards**

If you accumulate \$50.00 or more in fees on your card, you will be blocked from borrowing materials or utilizing other library services until restitution is made.

### **Replacement of Lost Library Material**

Patron must pay for each item that is lost.

### **Replacement of Library Card**

\$1.00 charge for a replacement card

### **Vacation Loans**

The library will extend the loan period on certain items to accommodate patrons taking lengthy vacations. Items may be borrowed for six weeks. Vacation loans will be allowed at the Library's discretion.

Adopted by the Board of Trustees: August 8, 2003

Amended: February 2006

Amended: May 15, 2007

Amended: June 2010

Amended: August 16, 2011

Amended February 13, 2013

Amended: December 2014

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