

# Library Card Policy

## Adult Cards

All residents of the Westhampton Beach Union Free School District, as well as residents of Quogue, Remsenburg, Speonk, Eastport/South Manor, East Moriches and East Quogue are eligible to receive a Westhampton Free Library card. At least one document listing local residency must be provided when applying for a card.

*Documents that may be used as proof of residency include:*

- Valid drivers license with local address
- Current car registration with local address
- Tax bill, mortgage statement or deed
- Homeowner's insurance policy
- Beach pass (w/o photograph)
- Voter's registration
- Utility bill
- Bank statement

*Year round renters must provide:*

- Valid driver's license with local address
- Current car registration with local address
- Year-round lease
- Signed letter from landlord on letterhead stating that you are a year round tenant

*Partial year renters must provide:*

- Current lease
- Signed letter from landlord on letterhead stating that you are a tenant

*Students must provide:*

- A current year school ID or report card

## Juvenile Cards

All children (under 18) who are residents of or attend the Westhampton Beach Union Free School District, as well as residents of Quogue, Remsenburg, Speonk, Eastport, East Moriches, East Quogue and Manorville are eligible to receive a Westhampton Beach Free Library juvenile card. Children "prove" residence by having a family member who is a Library cardholder accompany them to the Library and assist them with the application process, or by providing a current school ID or report card. Parents will be responsible for all fines and lost/damaged fees. These fees will be applied to the child's card if necessary. Juvenile cardholders may only borrow Library materials from our Children's Room and the Young Adult Fiction Collection.

### **Juvenile Cards with Adult Privileges**

In order for children under 18 to borrow materials from the adult collections of the Library, the parent must grant prior permission. Juveniles who are granted adult privileges will be able to borrow all Library materials, including books, magazines, videos, DVDs, and CDs.

### **Teacher Cards**

Teachers who provide a pay stub indicating that they work within the Westhampton Beach Union Free School District boundaries are eligible for a "local use only" Library card. These cards will expire every year. Library regulations, including fines, loan rules, reserve and inter-library loan privileges, will apply to teacher cardholders in the same manner as district residents.

### **Business Cards**

"Local use only" Library cards will be issued to business owners working within the boundaries of the Westhampton Beach Union Free School District. Employers who wish to grant borrowing privileges to their employees may do so at their discretion. Library regulations, including fines, loan rules, reserve and inter-library loan privileges, apply to business cardholders in the same manner as district residents. Business owners will be responsible for all unpaid fines or charges incurred by their employees.

### **Military Cards**

A regular Westhampton Free Library card will be issued to those serving in the military in Westhampton provided they show military ID.

### **Expiration Dates**

Westhampton Beach School District residents' cards will be valid for three years. Those patrons contracting for library service from surrounding school districts will need to renew their cards annually. Contract cards will expire each year on July 1<sup>st</sup>.

Adopted by the Board of Trustees: August 8, 2003  
Amended: June 2010