



# Mattituck-Laurel LIBRARY

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Mattituck, NY 11952

631-298-4134  
[www.mattitucklaurellibrary.org](http://www.mattitucklaurellibrary.org)

## Borrowing / Circulation Policies

The Mattituck-Laurel Library (the Library) is principally supported by the taxpayers of the Mattituck Fire District and that area of the hamlet of Laurel that is part of the Mattituck-Cutchogue School District (the District).

### Registration

The following may register with the Library and receive a Library Card:

1. "District" patrons
  - a. Year-Round: Individuals who are members of a tax-paying or year-round household. Acceptable proof:
    - Picture ID and
    - Tax bill or PSE&G bill or any bill with street address or any other documentation that shows the individual owns a home or property in "the District".
    - Do not accept a Post Office Box number in place of a physical address. A P.O. Box does not prove residency.
    - If the individual owns a second home in "the District" and a year-round home outside of Suffolk County, record both addresses. The year-round address and phone number should be listed as primary residence.
    - If the individual owns a second home in "the District" and a year-round home elsewhere in Suffolk County, they are entitled to have a Mattituck-Laurel Library Card in addition to their home library card. Register them into the PALS database as a new Mattituck-Laurel Library patron with their local address as the primary address. Remember – it is perfectly legitimate for an individual to have more than one library card in the PALS system if they own a home/property in multiple places.
  - b. Renters who are in the district year-round  
Acceptable proof:
    - Picture ID and
    - Lease or rental agreement (if none, a letter from landlord stating individual rents home at that address).
  - c. Seasonal Renters  
Acceptable proof:
    - Seasonal renters should be issued only 1 card per family.

- Expiration date should be 1 week before lease or rental agreement expires.
  - Patron must forfeit card at end of stay.
- b. Temporary Residents
- Patrons staying in “the District” for two months or less can register for a temporary “Local Use Only” card.
  - A \$25 refundable deposit will be required and staff will need to photocopy a photo ID with the individual’s permanent address.
  - Expiration date should be at the end of the individuals stay.
  - Temporary residents should be issued only 1 card per family.
  - The deposit will be refunded when the card is forfeit at the end of stay.
- d. Individuals staying with relatives in “the District”
- Request that they use relative’s card while visiting explaining that relative would be responsible for all materials borrowed.
  - If relative does not have a card, they must come in and register for one.
- e. “Non-District” patrons
- Individuals who work in “the District” may register for a Library Courtesy Card with full borrowing privileges. Proof of employment is required. The card may only be used at “the Library”.

There are no restrictions on the number of items that may be borrowed except for DVDs, Video Games and Library of Things items. A total of 8 DVDs (juvenile & adult) may be borrowed on an adult card. A total of 4 new DVDs may be borrowed on an adult card. A total of 4 Video Games may be borrowed on an adult card. A total of 2 items from the Library of Things may be borrowed on an adult card.

Juvenile cards will be updated to adult cards once the individual has reached the age of 17 year old. At this point the individual may borrow DVD’s and Video Games from any of the collections.

The Library’s collection, with the exception of items from the Library of Things, is available to individuals who reside outside of “the District”. Individuals must be borrowers in good standing at their home library (no excessive fines, etc.) and they must present a valid library card when borrowing materials.

Note: Some individuals may not own a photo ID – often seniors that don’t drive. Please make exceptions in those cases.

Individuals who live or rent in surrounding areas such as Southold, Cutchogue, New Suffolk, and Jamesport ARE NOT entitled to a Mattituck-Laurel Library Card. They can use/obtain a library card from their home library.

## Loan Periods & Overdue Fines

**\*Direct Access refers to patrons that have a library card with another Suffolk County Library but are present at the Mattituck-Laurel Library.**

Item Type	Eligible Patrons	Loan Period (Days)	# of Renewals	Fine/Day	Max Fine
<b>Adult Material</b>					
Biography	All Patrons	28	6	0.00	\$0
Books on CD/Playaways	All Patrons	28	6	0.00	\$0
Item Type	Eligible Patrons	Loan Period (Days)	# of Renewals	Fine/Day	Max Fine
DVD's (Entertainment, Foreign & Series)	All Patrons	7	6	0.00	\$0
Fiction Books	All Patrons	28	6	0.00	\$0
Large Print	All Patrons	28	6	0.00	\$0
Library of Things Items	MATT ONLY	14	0	\$5.00	\$50
Magazines	All Patrons	28	6	0.00	\$0
Music CD's	All Patrons	28	6	0.00	\$0
Mysteries	All Patrons	28	6	0.00	\$0
New Biography	MATT, Direct Access Patrons	14	6	0.00	\$0
New Books on CD/Playaways	MATT, Direct Access Patrons	28	6	0.00	\$0
New DVD's (Entertainment, Foreign & Non-Fiction)	MATT, Direct Access Patrons	3	6	0.00	\$0
New Fiction	MATT, Direct Access Patrons	14	6	0.00	\$0
New Large Print	MATT, Direct Access Patrons	14	6	0.00	\$0
New Music CD's	MATT, Direct Access Patrons	28	6	0.00	\$0
New Mysteries	MATT, Direct Access Patrons	14	6	0.00	\$0
New Non-Fiction	MATT, Direct Access Patrons	14	6	0.00	\$0
New Paperback	MATT, Direct Access Patrons	14	6	0.00	\$0
New Series DVD's	MATT, Direct Access Patrons	7	6	0.00	\$0
Non-Fiction Books	All Patrons	28	6	0.00	\$0
Non-Fiction DVD	All Patrons	28	6	0.00	\$0
Paperbacks	All Patrons	28	6	0.00	\$0
<b>Youth &amp; Parenting Department Material</b>					
Binge Box	All Patrons	28	6	0.00	\$0
Books on CD	All Patrons	28	6	0.00	\$0

CD's	All Patrons	28	6	0.00	\$0
DVD (Non-Fiction)	All Patrons	28	6	0.00	\$0
DVD's (Entertainment)	All Patrons	7	6	0.00	\$0
Early Reader	All Patrons	28	6	0.00	\$0
Fiction	All Patrons	28	6	0.00	\$0
<b>Item Type</b>	<b>Eligible Patrons</b>	<b>Loan Period (Days)</b>	<b># of Renewals</b>	<b>Fine/Day</b>	<b>Max Fine</b>
Games	All Patrons	28	6	0.00	\$0
Holiday	All Patrons	14	6	0.00	\$0
Magazines	All Patrons	28	6	0.00	\$0
New DVD's (Parenting, Youth & Youth Non-Fiction)	MATT, Direct Access Patrons	3	6	0.00	\$0
New Non-Fiction	MATT, Direct Access Patrons	14	6	0.00	\$0
New Parenting (Non-Fiction & Fiction)	MATT, Direct Access Patrons	14	6	0.00	\$0
New Picture Book	MATT, Direct Access Patrons	14	6	0.00	\$0
New Tween Material	MATT, Direct Access Patrons	14	6	0.00	\$0
Non-Fiction	All Patrons	28	6	0.00	\$0
Parenting (DVD's, Fiction, Kit, Non-Fiction)	All Patrons	28	6	0.00	\$0
Picture Books	All Patrons	28	6	0.00	\$0
Toys	All Patrons	28	6	0.00	\$0
Video Games	MATT, Direct Access Patrons	7	6	0.00	\$0
Youth Biography	All Patrons	28	6	0.00	\$0
Youth Board Book	All Patrons	28	6	0.00	\$0
<b>Teen Materials</b>					
Biography	All Patrons	28	6	0.00	\$0
Books on CD	All Patrons	28	6	0.00	\$0
Fiction	All Patrons	28	6	0.00	\$0
Graphic Novels	All Patrons	28	6	0.00	\$0
Magazines	All Patrons	28	6	0.00	\$0
New Fiction	MATT, Direct Access Patrons	14	6	0.00	\$0
New Non-Fiction	MATT, Direct Access Patrons	14	6	0.00	\$0
Non-Fiction	All Patrons	28	6	0.00	\$0
Reading List	All Patrons	14	6	0.00	\$0
<b>Non Circulating Materials</b>					
Local History Collection & Reference Collections					

As of March 15, 2021 Library items are fine-free except for items in the Library of Things collection. If Library of Things items are not returned on or before the due date, an overdue fine

will be accrued for each Library business day. Lost and damaged items will be billed at replacement cost. Library of Things items are eligible for one renewal if the item is not reserved for another patron and items are only renewable by speaking with Library staff.

### **Renewals**

Patrons must present library card in order to renew materials at the circulation desk. Material on reserve for another patron may not be renewed. Patrons may renew an overdue item at the circulation desk, by phone, or online. Patrons may renew and add the overdue fine to their card at the circulation desk.

### **Auto Renewal**

All items (excluding new DVD's) will be renewed automatically as long as there are no holds placed on the item and as long as they have not gone over their allowed maximum renewal amount.

### **Telephone Renewal**

Patrons may call the library or leave their name and phone numbers on voice mailbox and a staff member will call patrons at home.

### **Online Renewal**

Patrons may renew items while away from the library on their online library account. Call staff at the Library for assistance with online library accounts.

### **Inter-library loans**

Loan period for inter-library loan materials is at the discretion of the lending library.

### **Reserves/Inter-Library Loans**

The Mattituck-Laurel Library is a member of the Suffolk Cooperative Library System and as such will borrow materials from other libraries for District patrons. Fines will be charged for overdue inter-loans. Patrons may reserve library materials. In addition to placing a reserve at the public services desks with help of a staff member, patrons may reserve materials using terminals in the library, by phone, or online.

### **Lost and Damaged Materials**

The Library charges current replacement costs for lost or damaged Library materials.

### **Homebound Services**

Homebound Services are available for District patrons who are unable to come to the Library because of a temporary or permanent disability. Homebound individuals may call the Library and request that the Library's homebound representative contact them to set up future service.

Adopted 9/2022, 11/13/2023