Lending Rules and Procedures

Garden City Public Library Cards
Garden City Public Library cards are available free to residents of the Incorporated Village of Garden City and Fernwood Terrace. These cards allow full access to Garden City Public Library resources and entitle patrons to direct access privileges at other libraries within the Nassau Library System in accordance with the borrowing policies of each individual library. In the temporary absence of a library card, a valid driver’s license or some form of identification with an Incorporated Village of Garden City or Fernwood Terrace address may be used. Library cards will be valid for three years from the date of original application.

In order to obtain, renew or replace a Garden City Public Library card, current Government issued photo identification with the Incorporated Village of Garden City or Fernwood Terrace address is required.

If that is not available, two forms of identification are required – a government issued photo identification with address and one of the following:

- Utility bill with address
- Rental agreement/lease with address
- Bank statement/checkbook with address
- Garden City school identification or pool pass
- Automobile registration
- Automobile insurance card

Note:
- Patrons who are renewing or replacing a Garden City Public Library card must be present.
- Homebound patrons who are renewing or replacing a Garden City Public Library card – the caretaker may bring in the patron’s current government issued photo ID with the Incorporated Village of Garden City or Fernwood Terrace address. If that is not available, two forms of identification are required – a government issued photo identification with address and one of the items listed above.
- Parents may obtain a library card for children residing with them at a valid address within the Incorporated Village of Garden City or Fernwood Terrace.
- Patrons are responsible for reporting any changes in name, address, phone number and email address to the Library.

Replacement Cards
Patrons are responsible for reporting a lost or stolen library card. Lost or stolen library cards may be replaced by showing identification as described above and paying a fee of $2.00. There will be no fee to replace old library cards.

Non-Resident and State Mandated Access Cardholders (SMAC)
Non-residents with a valid Nassau County public library card from their home library and State Mandated Access Cardholders (SMAC) are welcomed to borrow from the Garden City Public Library. They are entitled to the same borrowing privileges as Garden City Public Library cardholders with the exception of music CDs, DVDs, Playaways and audiobooks that must be older than six months to be checked out; in addition, all items
are non-holdable. Non-residents and SMAC may not borrow museum passes or a Book Club in a Bag.

**Courtesy Cards**
The Garden City Public Library will issue a courtesy card to individuals who reside outside Nassau County for the following reasons:
- Work within the Incorporated Village of Garden City
- Attend school within the Incorporated Village of Garden City
- Live on the campus of Adelphi University

In order to obtain a courtesy card, two forms of identification are required; a valid driver’s license or non-driver photo identification card, and one of the following:
- Student identification
- Pay stub
- Letter from employer or academic institution on official letterhead verifying their status

Note: Courtesy cards are valid for one year and can be used only to check out books in the Garden City Public Library.

**Item Limits**
- Books - limit of 3 on any given subject
- Music CDs - limit of 12
- Audiobooks - limit of 12
- DVDs - limit of 12
- The Great Courses DVD’s - limit of 2
- Children’s Launch Pads - limit of 3
- Children’s Playaway Views - limit of 12
- Children’s Video Games - limit of 3
- Playaways - limit of 12
- Total items checked out at any one time - limit of 100
- Total holds allowable at any one time - limit of 50

**Loan Rules**

<table>
<thead>
<tr>
<th>LIBRARY MATERIALS</th>
<th>LOAN PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPads and Chromebooks</td>
<td>2 Hours</td>
</tr>
<tr>
<td>Museum passes</td>
<td>3 Days</td>
</tr>
<tr>
<td>New adult DVDs (first 6 months in collection)</td>
<td></td>
</tr>
<tr>
<td>Adult* and Young Adult magazines</td>
<td></td>
</tr>
<tr>
<td>Adult DVDs (after 6 months in collection)</td>
<td></td>
</tr>
<tr>
<td>Adult TV series DVDs (new and old)</td>
<td></td>
</tr>
<tr>
<td>Young Adult DVDs (new and old)</td>
<td></td>
</tr>
<tr>
<td>Young Adult Video Games</td>
<td></td>
</tr>
<tr>
<td>Children’s DVDs (new and old)</td>
<td></td>
</tr>
<tr>
<td>Children’s Launch Pads</td>
<td></td>
</tr>
<tr>
<td>Children’s Playaway Views</td>
<td></td>
</tr>
<tr>
<td>Children’s Video Games</td>
<td></td>
</tr>
</tbody>
</table>

*Current adult issues of magazines do not circulate.
### Loan Rules continued

<table>
<thead>
<tr>
<th>LIBRARY MATERIALS</th>
<th>LOAN PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>• New adult fiction, non-fiction and large print books (first 6 months in collection)</td>
<td>14 Days</td>
</tr>
<tr>
<td>• The Great Courses DVDs</td>
<td></td>
</tr>
<tr>
<td>• Children’s holiday books</td>
<td></td>
</tr>
<tr>
<td>• Children’s CD book sets</td>
<td></td>
</tr>
<tr>
<td>• Music CDs in all departments</td>
<td>28 Days</td>
</tr>
<tr>
<td>• Adult fiction, non-fiction and large print books</td>
<td></td>
</tr>
<tr>
<td>• Paperbacks</td>
<td></td>
</tr>
<tr>
<td>• Playaways and audiobooks in all departments</td>
<td></td>
</tr>
<tr>
<td>• Young adult fiction and non-fiction books</td>
<td></td>
</tr>
<tr>
<td>• Children’s books, magazines and board books</td>
<td>6 Weeks</td>
</tr>
<tr>
<td>• Book Club in a Bag</td>
<td></td>
</tr>
</tbody>
</table>

### Summer Loans

Garden City Public Library summer loans on books are from the last week in June to the second Tuesday of September for all books that have been in circulation for longer than six months. Summer loans do not include all new books, children’s and young adult school assigned summer reading books, large print books, travel books, magazines and media which includes DVDs, audiobooks, music CD’s, Playaways and Launchpads. Summer Loan program is for Garden City Public Library cardholders only.

### Renewals

- Garden City Public Library materials may be renewed twice on a patron’s card provided there are no holds or prior requests for the item.
- Renewals may be done in person, over the phone or online.
- Books from other Nassau County libraries are only renewed once unless the lending library is called.

### Returns

Library materials may be returned at the Circulation Desk of the Garden City Public Library, in the book drop or at any library within the Nassau Library System. The front book drop is open only when the Library is closed. As a convenience to its patrons, the Library has a 24-hour book drop for books and media; this book drop is located on the exterior wall of the Library, facing the parking lot. The book drop is for the return of on-time materials. Overdue materials must continue to be returned to the Circulation Desk. Materials returned in the book drop after the Library closes on the date due will be subject to a one-day fine per item returned. Patrons are responsible to know the due-date of each item on their account. If a due-date slip is lost, patrons can contact the Circulation Desk and ask for the information from their account or they may view their account online at [https://alisweb.org/patroninfo](https://alisweb.org/patroninfo).
**Overdue Fines**

Patrons are responsible for all overdue fines incurred. Fines for overdue items will be charged as follows:

- **DVDs** - $2.00 per day, maximum cost of item
- **All adult items (except iPads and Chromebooks)** - 25¢ per day, maximum cost of item
- **All young adult items** - 25¢ per day, maximum cost of item
- **All children’s items (except Launch Pads, Playaway Views and video games)** - 25¢ per day, maximum cost of item
- **Museum passes** - $20.00 per day
- **Book Club in a Bag** - $2.00 per day
- **Homebound services are not subject to fines for overdue materials (except lost and/or stolen items)**

Overdue fines will not be charged for days the Library is closed. Adjustments for large fines may be made for extenuating circumstances at the discretion of the Library Director or Librarian in charge.

**Lost or Damaged Items**

Patrons are responsible for the replacement cost of lost or damaged items. The Garden City Public Library only accepts payment for a lost or damaged item; replacements are not accepted. If there is a partial loss or damage to an item, the cost of the entire item can be charged.

A $5.00 processing fee will be charged when issuing a refund for a lost item (book, audio, and DVD) that was paid for by a patron, which was subsequently found and returned to the Library by the patron for a refund within three months of the due date.

**Suspension of Borrowing Privileges**

Occurs when patrons have fines or other unpaid charges posted to their account in excess of $5.00. Borrowing privileges will be restored when the amount of fines due falls below $5.00 and overdue materials have been returned or replaced.

**DVDs**

Cardholders must be at least 18 years old to borrow DVDs, those younger than 18 may borrow DVDs with the approval of a parent or guardian. The Garden City Public Library assumes no responsibility for damage caused to a patron’s audiovisual or computer equipment.

**Interlibrary Loan**

The Garden City Public Library will use interlibrary loan to obtain materials not found in its collection. Local interlibrary loan networks such as the Nassau Library System (NLS) and Long Island LINK (LILINK) will be the agencies of first resort, as they do not charge a transaction-processing fee. In cases where requested materials cannot be located within NLS or LILINK, the Online Computer Library Center (OCLC) and New York State Interlibrary Loan System (NYSILL) will be utilized. While every effort is made to locate lending libraries within OCLC not charging a transaction-processing fee, circumstances occasionally dictate that the only available lending library charges a fee; the fee helps defray the cost to the lending library (postage, packing, and labor) of sending the material to the Garden City Public Library. In those cases, the patron requesting the
item will be notified of the fee and asked to consent to pay it before the item is ordered. The Library believes that due to the extraordinary nature of the transaction-processing fee, the patron must assume the responsibility of paying for it.

**Homebound Services**
Patrons who are homebound can call and speak with a librarian to order materials, except museum passes and a Book Club in a Bag.

**Book Club in a Bag**
- Any adult with a valid Garden City Public Library card may borrow a Book Club in a Bag.
- Requests for a Book Club in a Bag may be made by phone or in person with a librarian at the Adult Reference Desk.
- The Book Club in a Bag will be checked out on the library card of the Garden City Public Library cardholder picking up the bag. That patron is responsible for the Book Club in a Bag and all of its contents.
- A Book Club in a Bag may be reserved up to a year in advance.
- A patron may borrow one Book Club in a Bag at one time.
- The Book Club in a Bag may not be renewed.
- The Book Club in a Bag must be returned to the Adult Reference Department, not at the Circulation Desk, or through the book drop. The entire Book Club in a Bag must be returned together (10 books, large type edition, and the audio material, if included, the information folder, and the bag).
- Individual books or audio materials that are lost will be charged the cost of the replacement.
- The replacement cost of an entire Book Club in a Bag is $175.00, plus the price of any audio material. The patron is responsible for all contents in the Book Club in a Bag.

**Museum Passes**
- To make the museum experience accessible to all of our residents the Garden City Public Library, through the generosity of The Friends of the Garden City Public Library, is offering free museum passes.
- The passes are available only to adult Garden City Public Library cardholders in good standing who have signed the Museum Pass User Agreement.
- Museum passes may be reserved in advance and must be checked out by an adult (18 years and older).
- Reservations will be taken up to one month in advance of the desired date, subject to availability on a first come, first served basis.
- Reservations must be done in person at the Adult Reference Desk and will not be taken over the phone.
- Only one pass may be borrowed at a time.
- Only one pass per museum may be borrowed per household within a six-month period.
- The passes may be borrowed for three days and must be returned no later than one hour before the Library closes on the day the pass is due.
- The day the pass is picked up is considered the first day. The passes must be returned to the Adult Reference Desk during Library operating hours.
- Passes may not be placed in the book drop or book deposit box.
• There will be a charge of $10.00 if the museum pass is returned in the book drop or book deposit box and not returned to the Reference Desk.
• In the event that a pass is not returned and the Library pays an entrance fee for the next user, that entrance fee will be added to the late fees of the original patron.
• There is a $5.00 cancellation charge if it is less than 48 hours before the reserved date.
• Any user who loses a pass will be charged the replacement cost of that museum pass.
• Patrons should call the museum directly for information on hours of operation, parking, and/or directions.
• Each museum reserves the right to determine the rules and regulations governing the use of the museum pass.

Children’s Launch Pads
• Garden City adult cardholders only
• Three per household
• Loan period - seven days
• Daily late fee - $2.00
• Maximum late fine - $25.00
• Replacement fee - $99.00
• Renewable - one time
• Non-holdable

Children’s Playaway Views
• Garden City adult cardholders only
• 12 per household
• Loan period - seven days
• Daily late fee - $2.00
• Maximum late fine - $25.00
• Replacement fee - $99.00 to $119.99
• Battery Charger - $14.95
• Case - $5.95
• Non-renewable
• Non-holdable

Children’s Video Games
• Garden City adult cardholders only
• Parents must sign a consent form
• Three per household
• Loan period - seven days
• Daily late fee - $2.00
• Maximum late fine - $25.00
• Replacement fee - $30.00
• Renewable - one time
• Non-holdable
iPads and Chromebooks

- Borrowers must:
  - Be 18 years old or over (an adult may borrow for a child’s use)
  - Be Garden City Public Library cardholders
  - Leave a Driver’s License or NYS photo ID with Circulation staff

- 2-hour circulation period
  - Cannot be taken out of the Library
  - No reserves
  - No renewals
  - No overnight loan
  - Device must be handed to staff member at Circulation Desk – no returns to book drop

- Fines:
  - Late fees - $1.00 per hour
  - Replacement cost iPad - $597.00
  - Replacement cost Chromebook - $232.00

- Borrowers must not:
  - Personalize the iPad or any software
  - Change device settings
  - Order or install any items

Policies are subject to change at any time at the discretion of the Library Director and the Board of Library Trustees.