

Library Cards

Library cards will be issued without charge to full-time residents, part-time residents and business proprietors within the Cutchogue and New Suffolk Library District. In addition to verification of identity, proof of residency or property ownership is required and must show a street address. Acceptable forms of ID are listed below. These are the classes of Library cards:

- 1) **Unlimited:** *provides access to all circulating materials. Note: Parents or legal guardians may elect to have the library issue an unlimited card to patrons 16 years of age or under by checking the appropriate box on the registration form.*

A. Residents and Property Owners - Unlimited cards are available to applicants 17 years of age or over who are property owners or residents who live in the library district for more than 6 months per year. Proof of residency or property ownership may be established by providing copies of:

- a) Current driver's license/non-driver photo ID/passport
- b) Copy of deed, lease agreement, mortgage or tax bill
- c) Current utility bill
- d) Vehicle Registration card/ insurance card
- e) Credit card/bank statement
- f) Student Photo ID

B. Local Use Only - Local use cards are available to applicants 17 years of age or over who provide temporary addresses within the library district for 6 months or less. Proof for both the permanent and temporary addresses is required. Acceptable forms of proof for permanent addresses are listed above under #1A and below for temporary addresses.

- a) Receipt from RV park or marina
- b) Current lease or rental agreement from the landlord for an apartment or house

C. School Faculty & Business - Unlimited cards are available to school faculty and business proprietors who teach or own a business within the library district. School faculty will need to provide a copy of their school identification cards. Business owners may establish proof of proprietorship by providing copies of:

- a) Current rental lease
- b) Business license
- c) Business card
- d) Property tax bill

- 2) **Limited:** *provides access to all circulating materials, except DVDs from the adult collection.*

A. Residents - Limited cards are available to applicants 16 years of age or under who live in the library district for more than 6 months per year. Residents are required to provide verification of identity and address. Acceptable forms of proof for permanent addresses are listed above under #1A.

B. Local Use Only - Local use cards are available to applicants 16 years of age or under who provide temporary addresses within the library district for 6 months or less. Parents and legal guardians are required to provide verification of identity and proof for both the permanent and temporary addresses. Acceptable forms of proof for permanent addresses are listed above under #1A and below for temporary addresses.

- a) Receipt from RV park or marina
- b) Current lease or rental agreement from the landlord for an apartment or house.

- 3) **Temporary Online Cards**: Patrons may get a temporary card online at the Live-brary.com. This will allow the patron to place holds or download e-books through Live-brary.com. Temporary cards have limited privileges and the patron must complete registration at The Cutchogue New Suffolk Free Library Circulation Desk within 30 days for full privileges.

General Rules for Cardholders

- 1) In cases in which the patron cannot provide any of the acceptable documents, a letter confirming residency from a landlord, property owner or employer may be submitted. All such letters must be approved by the Circulation Supervisor.
- 2) Unlimited and Limited Cards may be used at The Cutchogue New Suffolk Free Library and at other Suffolk County libraries. They expire three years from date of issue.
- 3) Local Use Only cards may only be used at The Cutchogue New Suffolk Free Library and expire 6 months from the date of issue.
- 4) There is no charge for renewing a card or for changing a name or address. There is a \$3.00 charge for replacing lost or damaged cards. Cards are only issued in the two part sets consisting of a standard card and a key chain tag.
- 5) The person to whom a Library card is issued, with the exception of cardholders age 16 and under, is responsible for all items checked out on the card. Items checked out by cardholders age 16 and under are the responsibility of the parent or legal guardian.
- 6) Library cardholders agree to report any change of address, telephone number and/or email address to the Library so they may be contacted about items on hold and/or overdue material.
- 7) If a Library card is lost or stolen, it is the cardholder's responsibility to notify the Library. All items checked out prior to the date the card is reported lost are the responsibility of the patron.
- 8) A parent or legal guardian who wishes to suspend borrowing privileges for his or her child must notify the Library. Destruction of a Library card does not remove a patron's record.