



Growing with Our Community

LEVITTOWN PUBLIC LIBRARY

1 BLUEGRASS LANE LEVITTOWN, N.Y. 11756-1292 (516) 731-5728 FAX (516) 735-3168
<http://www.levittownpl.org> Trina Reed, Director

CIRCULATION LOAN REGULATIONS AND FEES

PERIOD OF LOAN

28 days:

- Adult, YA and Juvenile fiction and non-fiction
- Foreign language CDs and cassettes
- Interlibrary loan materials, unless otherwise noted
- Large Print Books
- Audio Books
- Music CD's
- Juvenile Audio Playaways
- Juvenile Kits

14 days:

- Magazines
- New books
- Tablets
- Launchpads
- Electronics / Equipment

7 days:

- DVDs and Blu-rays
- Video games

3 day:

- New DVDs and Blu-rays
- Museum Passes

The loan period for physical passes is 3 days. Passes must be returned, to the desk it was checked out at. There is a \$25.00 per day charge for each day overdue. They may not be returned in the book drop.

Print-on-Demand passes will circulate based on the schedule of the museum.

Summer Loan on Request - June through September

Summer Loan is available to all Nassau County cardholders for Levittown 28 day books with the exception of:

- New Travel Books
- New Audiobooks
- New Large Type (print)
- New YA Books
- School PB's (paperbacks)
- Test Books

NEWSPAPERS DO NOT CIRCULATE

ELECTRONICS/EQUIPMENT DEFINED AS:

E-READERS/TABLETS

All E-readers/tablets may be reserved and circulate for 14 days with no renewals. Overdue fines are \$3.00 per day to a maximum fine of the replacement cost. Borrowers must be a Levittown School District resident, 18 years of age or older.

PLAYAWAYS

Adult Playaways circulate for 14 days.
Children's Playaways circulate for 28 days.

VIDEO GAMES

All video games may be reserved and circulate for 7 days with no renewals. Overdue fines are \$1.00 per day to a maximum fine of the replacement cost.

LIBRARY OF THINGS (LOT)

Unless otherwise listed, LOT may be reserved and circulate for 14 days with no renewals. Overdue fines are based on individual items to a maximum fine of the replacement cost. LOT must be returned, to the desk it was checked out at and may not be left in the book drop. Borrowers must be a Levittown School District resident, 18 years of age or older.

CAMERAS

All cameras may be reserved and circulate for 14 days with no renewals. Overdue fines are \$25.00 per day to a maximum fine of the replacement cost. Borrowers must be a Levittown School District resident, 18 years of age or older.

KARAOKE MACHINE/ EQUIPMENT

Equipment may be reserved and circulate for 14 days with no renewals. Overdue fines are \$25.00 per day to a maximum fine of the replacement cost. Borrowers must be a Levittown School District resident, 18 years of age or older.

WIFI MOBILE HOTSPOTS

All hotspots may be reserved and circulate for 14 days from the first date of your reservation with no renewals. Only one hotspot may be borrowed by a household at a time. Borrowers must return a hotspot before borrowing another and may only have one reservation at one time. Patrons may borrow a hotspot once in a 30 day period. Hotspots must be returned, in person, to the Media Desk. Overdue fines are \$25.00 per day to a maximum fine of the replacement cost. The library reserves the right to deactivate any hotspot that is not returned on time. Borrowers must be a Levittown School District resident, 18 years of age or older.

LIMITATIONS

The number of books on one subject loaned to an individual will be restricted when there is a heavy demand because of assignments.

Adult Reference Books	At discretion of Reference Librarian in Charge
Reference books	At the discretion of Librarian
Video Games	3 per borrower
E-Readers	1 per household
Tablets	1 per household
Cameras	1 per household
Playaway Launchpad	3 per household
Playaway Views	3 per household
WiFi Mobile Hotspots	1 per household

DIRECT ACCESS LOAN

Loan periods follow normal Levittown loan periods, unless otherwise noted. Renewals are on a case by case basis.

RENEWALS

All library materials not on reserve may be renewed twice, either by phone or in person-with the exception of Museum Passes and Electronics/Equipment.

FINES AND CHARGES

1. Fines are not charged for material which is lost and paid.
2. Patrons may keep damaged material for which they have paid in full.
3. Receipts are given for all lost and paid material. Receipts are given for fines on request.
4. The library refunds the price of lost and paid material, if it is returned in good condition within six months, with the exception of electronic material. Electronic material must be returned in good condition within two weeks.

5. When the borrower makes a token payment for delinquent material, he/she may retain his/her library card since the material has been returned and the patron is acting in good faith. The patron should be urged to clear the remaining fines as quickly as possible (can pay in three installments.)
6. A patron owing more than \$5.00 in fines may not take out CDs, DVDs, or videos until the fine owed is below \$5.00 or they make a payment on the outstanding amount.
7. A patron owing more than \$15.00 dollars in fines, or more than \$25.00 in outstanding materials, may not take out material until a payment is made.

FINE AND FEE SCHEDULE

Video games	\$1.00 per day to a max of \$20
Adult Playaways	.10 per day to a max of \$10
Children's Playaways	.05 per day to a max of \$10.00
E-readers	\$3.00 per day to a max of replacement cost
Tablets	\$3.00 per day to a max of replacement cost
Cameras	\$25.00 per day to a max of replacement cost
WiFi Mobile Hotspots	\$25.00 per day to a max of replacement cost
Karaoke Machine/Equipment	\$25.00 per day to a max of replacement cost

All fines are not to exceed the cost of the item as listed in the computer, except where otherwise noted.

LOST LIBRARY MATERIAL

When a patron is paying for lost material, they shall be charged the replacement price of the item as found in the computer, or the price given by the clerical staff as the replacement cost. Patrons have the option of replacing Levittown Public Library's lost material, with the exception of electronics, with a new copy of the same material and title. Audio-Visual processing fees may apply.

FAX SERVICE

The library offers fax service for patrons. Fees must be prepaid.
 The fax charge is \$1.50 for the first page, and \$1.00 for every additional page.
 No international faxes or incoming faxes are allowed.

The library is not responsible for DVDs, CDs, and video games that may damage patron's equipment.

Approved 1975
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