

CIRCULATION POLICY

Welcome to the Lakeview Public Library

Please ask for the Reference Librarian if you need help. Every effort will be made to get the material you need.

1. Library Cards are free and are issued to those who fill out an application for library membership.

Applicant must provide the following:

- a. *Proof of residency: An envelope addressed within the Lakeview Public Library district to the applicant with a current postmark within the last 30 days of application date;*
- b. *Photo identification of the applicant with name and address;*
- c. *Telephone number where applicant can be reached.*

2. The Library card is a permanent card and will be *renewed every three years by library staff. Replacing a lost or damaged library card will cost \$2.00 and require proof of identification and residency as in Items 1a, 1b and 1c listed above.*
DO NOT THROW THE LIBRARY CARD AWAY FOR ANY REASON.
3. Library cards will only be given to the owner of the card in order to prevent misuse of the card. Parents are urged to borrow books for young children until the parent feels the child can sign for and be responsible for an individual card. Children under 14 must have the application signed by a parent or guardian.
4. Books and other Library materials may be borrowed for 3, 7, 14 or 28 days, depending upon the type of material borrowed.
5. Overdue fines are 20¢ per day, per book for adults and 10¢ per day per book for those under 14 years old.
6. Lakeview cardholders are responsible for all fees incurred from borrowing material from any Nassau County Library. All fees must be paid in full, prior to borrowing away material from the Library.
7. Books may be renewed one time if there are no other requests for them.
8. Please return books to circulation desk when Library is open. When closed, place books and audio visual material in the book return box outside of the Library. Museum passes must be returned to the circulation desk.
9. Failure to comply with Library rules will result in the loss of library privileges.

LIBRARY HOURS:

Monday to Thursday 10 AM – 8 PM ~ ~ Friday and Saturday 9 AM – 5 PM
Closed Sunday and Holidays

Summer Hours: Monday to Thursday 10 AM – 8 PM Friday 9 AM – 5 PM Saturday 9 AM – 1 PM

Adopted by the Board of Trustees: January 14, 2015

Effective: March 1, 2015