

# Circulation of Materials

In order to make materials available to all library users on an equal basis, the Board of Trustees of the East Islip Public Library will set policies for length of loan period, renewals, reserves, and fines. The Board of Trustees will also determine who is eligible to borrow materials and will provide for the return or replacement of such materials.

## Library Cards

### Resident Borrowers

EIPL issues a library card without charge to any person residing or owning property in East Islip Union Free School District. To apply for and receive a library card an applicant must furnish proof of residency or property ownership. Acceptable forms of proof include a driver's license, rent receipt, tax receipt, or utility bill.

### Nonresident Borrowers

Nonresident business owners and employees whose place of business is located within the library's legal service area and nonresident teachers employed by a state accredited educational institution located within the library's legal service area are eligible for a free one-year library card. Proof of business ownership and employment must be provided by all applicants.

### Eligibility of Minor Children

A parent's or legal guardian's authorization is required before issuing a library card to a minor child. Minor children may be restricted from borrowing certain materials at the discretion of their parents or the Library Director.

### Borrower Responsibilities

Library cardholders are responsible for all materials borrowed with their library cards. In the case of minors, the parent or legal guardian authorizing the issuance of a library card assumes all responsibility for its use.

### Confidentiality of Circulation Records

All circulation records identifying the names of library users with specific materials are confidential in nature. These records will not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law relation to civil, criminal, or administrative discovery procedures or legislative investigative power.

## Loan Rules

| DAYS | MATERIALS   |
|------|---|
| 3    | Restricted (museum passes)                        |
| 7    | 7-Day Permanent (music and YA test books)         |
| 28   | Basic Loan Period (fiction and non-fiction books) |
| 3    | New Entertainment (dvds)                          |
| 7    | Basic Entertainment (videos and dvds)             |
| 14   | New Books (fiction and non-fiction books)         |
| 14   | Basic Media (audio books)                         |
| 14   | New Media (no direct access)                      |
| 28   | Basic Non-Holdable                                |
| 14   | CD ROM  |

**Renewals**

Most library materials may be renewed for an additional loan period. Exceptions are materials on hold.

**Reserves**

Most library materials may be put on hold. Excluded are magazines, new video recordings and newspapers. Materials not owned by the library may be obtained through interlibrary loan.

**Overdue Material**

On the day after the due date, all materials will be considered overdue if they have not been renewed or returned. There are 2 curbside drops available on library grounds (one at the front entrance and one at the side entrance of the building) and 2 curbside remote drops available; 1 at the corner of Main Street and Harrison Avenue (across from St. Mary's Church) and the other is located on the corner of Carlton Avenue and Karp Drive, for convenience in returning library materials during hours when the library is not open. Use of the return drops does not cancel overdue fines.

**Fines**

All overdue materials accrue a fine at a per day rate according to the following schedule:

| ITEM                                    | RATE  | MAXIMUM |
|---|-------|---------|
| New Books 14-Day                        | \$.10 | \$5.00  |
| Basic Books 28-Day                      | .05   | 3.00    |
| New Media (Audio Books)                 | .05   | 5.00    |
| Basic Media (14-Day)                    | .05   | 5.00    |
| Tablets/e-Readers                       | 1.00  | 6.00    |
| Music CDs                               | .05   | 3.00    |
| CD ROMS                                 | 1.00  | 10.00   |
| 7-Day DVD/VHS                           | 1.00  | 10.00   |
| New DVD                                 | 1.00  | 10.00   |
| Magazines                               | .05   | 3.00    |
| Pamphlets                               | .05   | 3.00    |
| Museum Passes                           | 20.00 | 100.00  |
| Big Books and Juvenile AV Kits (14-Day) | .10   | 5.00    |

**Damaged and Lost Materials**

Borrowers are responsible for all materials checked out to them and any damages which may occur while in their possession. All damaged and lost materials will be charged at full replacement cost.

**Lost Library Card**

The replacement cost for a lost library card is \$1.00. Lost library cards should be reported immediately.

**Waiver**

The library assumes no responsibility for damages incurred to any equipment while using library materials.

*Adopted: September 23, 1997  
Amended: January, 15, 1998  
Amended: March 19, 1998  
Amended: June 5, 2014*

## RESIDENT AND NONRESIDENT BORROWERS POLICY

### RESIDENTS AND NONRESIDENT BORROWERS:

Any resident of the Union Free School District #3, East Islip, any taxpayer in this area and his/her dependents, shall be allowed the privilege of drawing books and other materials from the library upon registering for a borrower's card.

Business owners and their employees whose businesses reside within the library's service boundaries are eligible for borrowing privileges, but must renew this privilege annually.

Teachers who work within the library's service boundaries are eligible for borrowing privileges, but must renew this privilege annually.

EAST ISLIP PUBLIC LIBRARY  
February 1999

## PURCHASING/PROCUREMENT

This policy sets forth the actions and procedures of the East Islip Public Library to meet the requirements of General Municipal Law, Section 104-b for purchases and procurements not required by General Municipal Law, Section 103 to be competitively bid.

### PURPOSE

Goods and services which are not required by law to be procured pursuant to competitive bidding as defined in General Municipal Law, Section 103 must be procured in a manner so as to assure the prudent and economical use of public monies in the interest, to facilitate the acquisition of goods and services of maximum quality at the lowest possible costs under the circumstances, and to guard against partiality, improvidence, extravagance, and fraud. To further these objectives, the East Islip Library Board of Trustees is adopting policies and procedures governing all procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of another general, special, or local law.

### PROCEDURES FOR DETERMINING WHETHER PROCUREMENTS ARE SUBJECT TO BIDDING

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

(1) Public works contracts (labor and materials) involving an expenditure of over \$35,000 are subject to the competitive bidding requirements contained within Section 103 of the General Municipal Law. The term "public works contract" applies to those items or projects involving labor or both material and labor. Included in this category are: construction, paving, printing, repair contracts, etc.

(2) Purchase contracts (materials only) of over \$20,000 are required to be competitively bid. Like items should be aggregated to determine if the bid threshold has been exceeded.

### STATUTORY EXCEPTIONS FROM THESE POLICIES AND PROCEDURES

Except for procurement made pursuant to General Municipal Law, Section 103(3) (through county contracts) or Section 104 (through state contract, State Finance Law Section 175 a-b (from agencies for the blind or severely handicapped), Correction Law, Section 184 (articles manufactured in correctional institutions), or purchases from monopolies and cooperative arrangements as defined in General Municipal Law, Section 103, or the items excepted herein, alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104b.

### METHODS OF COMPETITION TO BE USED FOR NON-BID PROCUREMENT

The methods of procurement to be used are as follows:

(1) Purchases through or from state contracts, county contracts, municipal agreements, Scorecard (New York Prison System), Industries for the Blind, or Industries for the Disabled, surplus and second hand supplies, materials, and equipment purchased from the Federal Government, the State of New York or any of its political subdivisions may be made, whenever feasible, without the necessity of competitive bidding or obtaining price quotations.

(2) For all other purchases—the following procedures will be utilized:

(a) *For purchases under \$2,500*; when a purchase as per paragraph (1) above is not feasible, no quotations shall be required.

(b) *For purchases between \$2,500 and \$3,500*. When a purchase as per paragraph (1) is not feasible, a minimum of three (3) verbal quotations must be solicited for each such purchase and documentation attached to the purchase requisition when it is submitted to the Library Director for approval.

(c) *For purchases greater than \$3,500*. When a purchase cannot be made as per paragraph one (1), a minimum of three (3) written quotations shall be solicited.

(d) *Emergency purchases*: When the need for the procurement of goods or services arises out of an unforeseen occurrence of condition, as defined in General Municipal Law, Section 103(4) whereby circumstances affecting public buildings, public property, the life, health, safety or property of the inhabitants of the East Islip Public Library District are involved, the East Islip Public Library Board of Trustees shall pass a resolution declaring an emergency prior to the purchase, if feasible. Thereafter, the Board may make emergency purchases seeking competition by informal solicitation to the extent possible.

#### QUOTATIONS

Documentation of actions taken in connection with each such method of procurement is required as follows:

Verbal quotations shall be written on a form provided by the Library Director.

Both written and verbal quotations shall provide the following information:

- The name, address, and telephone number of the vendor.
- The name of the contact person at the vendor.
- The item(s) to be purchased, specifying the quantity, brand names, and model number.
- The unit price of each item, the extended price, and the total price of the order.
- Requested delivery date.

A memorandum should be filed by the Library Director explaining how an emergency purchase meets the established criteria. A copy of the memorandum should be attached to the purchase order file copy.

#### BIDDING AWARDS TO OTHER THAN LOWEST RESPONSIBLE DOLLAR OFFERER

Awards will be made to the lowest responsible dollar offerer, as will best promote public interest, taking into consideration the reliability of the offerer, the quality of the materials, equipment, or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of delivery.

Whenever any contract is awarded to other than the lowest responsible dollar offerer, the reasons such an award furthers the purpose of General Municipal Law, Section 104-b, as set forth herein above shall be provided by the Library Director in a memorandum attached to the purchase order file copy.

### ITEMS EXCEPTED FROM POLICIES AND PROCEDURES BY LIBRARY BOARD

The East Islip Public Library Board of Trustees, in accordance with the exceptions noted in Municipal Law Section 103, and referenced below, has determined that competitive bidding will not be in the best interest of the library.

*Professional Services Contracts.* The determination of whether the professional service exception is applicable for given situations must be made on a case by case basis, examining the particular services to be acquired. Generally professional services involve specialized expertise, use of professional judgment, or a degree of creativity. Professional service contracts involve a relationship of personal trust and confidence. Among the services which meet the exception are those of an engineer, architect, accountant, auditor, and attorney.

*Insurance.* Insurance coverage for property, benefits, and liability is not subject to competitive bidding requirements. *Second-Hand Equipment from Governments.* The purchase of surplus and secondhand supplies, materials or equipment from the federal or state government or from any other political subdivision or public benefit corporation, is an exception to the competitive bidding requirements. Purchases of used or surplus goods from any other sources are not covered by this exception.

The Board may alternatively determine that it is in the best interest of the library to solicit proposals or quotations for these items.

### PROCEDURES FOR PAYMENT OF INVOICES

The authorization to pay invoices may be made prior to the date of the next ensuing Board meeting, provided the Board appointed Treasurer and Library Director have reviewed and approved, in writing, the payment thereof; and that the Board of Trustees review and approve all such payments at their next regularly scheduled Board meeting.

### ANNUAL REVIEW

The East Islip Public Library Board of Trustees shall solicit comments from the individuals involved in the purchasing/procurement process. The Board shall annually review these policies and procedures prior to the annual readopting of the purchasing policies. The Library Director shall be responsible for conducting an annual review of the purchasing/procurement policy and evaluate the internal control structure established to ensure compliance with the policy.

### UNINTENTIONAL FAILURE TO COMPLY

The unintentional failure to comply with the provisions of this General Municipal Law Section 104-b, shall not be grounds to void action taken or give rise to a cause of action against East Islip Public Library or any officer or employee thereof.

East Islip Public Library  
April 1997  
Revised January 2007  
Revised October 2013

## PETTY CASH

Petty cash funds shall be established at each location for the purchase of minor materials, supplies, or services under conditions requiring immediate payment.

The amount of each fund will not exceed the limit set by law. The Board of Trustees of the Library, upon the recommendation of the Library Director, shall appoint a custodian for the petty cash fund. The custodian shall administer and be responsible for such fund.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills, paid out slips or other evidence documenting the expenditure. Expenditures from petty cash funds shall be charged to the applicable budget code.
2. Payments may be made from petty cash for materials, supplies, or services only when payment is required.

The Library shall reimburse the uses of the petty cash fund up to the extent of expenditures, with appropriate documentary support. The fund will be closed at the end of the fiscal year and reestablished by the Board.

The Library Director shall be responsible for replenishing petty cash accounts.

*Adopted: June 18, 1998*

# POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

## Suggested Procedures

1. The library staff member receiving the request to examine or obtain information relating to circulation or registration records will immediately refer the person making the request to the responsible officer of the institution, who shall explain the confidentiality policy.
2. The director, upon receipt of such process, order, or subpoena, shall consult with the appropriate legal officer assigned to the institution to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
3. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation records shall ordinarily take the form of subpoena "duces tecum" [bring your records] requiring the responsible officer to attend court or the taking of his/her deposition and may require him/her to bring along certain designated circulation records).
4. Any threats or unauthorized demands (i.e., those not supported by a process, order, or subpoena) concerning circulation or registration records shall be reported to the appropriate legal officer of the institution.
5. Any problems relating to the privacy of circulation and registration records which are not provided for above shall be referred to the responsible officer.

Adopted by the ALA Intellectual Freedom Committee, January 9, 1983

East Islip Public Library  
January 1983



## LIBRARY WEEDING POLICY

Books and other materials found on our **For Sale** shelves come from 2 basic sources.

1. Materials donated by patrons that are clean and in good condition.
2. Materials that have been weeded from our library collection.

The library is continually adding new books, video tapes, compact disc and other materials.

Space is very limited and in order to accommodate our new materials we are continually "weeding" materials that are outdated and have not been borrowed by our patrons for several years.

In this way we help to maintain our collection, prevent overcrowded and difficult to search shelves, and can offer our patrons good books at bargain prices.

East Islip Public Library  
March 1994

## MATERIAL SELECTION POLICY

It is the purpose of the Library to provide recreational reading for all ages, to facilitate informal self-education of all members of the community, to serve as a reference source making information available on any subject within the limits of the collection or trying to secure it from other agencies, to provide service and sponsor programs designed to encourage use of the library by children, to promote broad dissemination of ideas, and to support education, civic, and cultural activities of groups and organizations.

The Library endorses the policies set down in the "Library Bill of Rights" of the American Library Association. They are as follows:

- 1) Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- 2) Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- 3) Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- 4) Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- 5) A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- 6) Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

General factors influencing book and material selection should be community needs, individual merit of each item, the existing collection, and the budget. Selection should be made by a professional librarian, choosing from standard and generally accepted lists, and recognized critical sources. The needs of the community should be evaluated continually and reflected in the acquisition program.

Periodicals should be acquired in response to the needs of the community, and secured in a form that is easy to store, handle, and circulate.

