Massapequa Public Library
Library Card Policy

EFFECTIVE DATE: October 17, 2013

APPLICATION: Patrons

STATEMENT OF PURPOSE: To ensure that Library Cards are issued to authorized users of the Massapequa Public Library.

POLICY:

Who may apply for a Library card:

Massapequa School District 23 residents; non-resident property owners; teachers employed by the Massapequa School District who live outside Nassau County; and people who are living in the District temporarily.

Massapequa School District 23 residents and non-resident property owners must provide two (2) pieces of current identification, one from Column A and one from Column B below, with their name and address*.

People who are living in the District temporarily (for example, during Superstorm Sandy) will be issued a three month card and must provide proof of temporary residence in form acceptable to the Director.

Teachers employed by schools within the Massapequa School District who live outside Nassau County must provide a pay stub or a letter from the School District stating they are currently employed, and they will be issued a card without Direct Access which expires annually.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York State driver's license or permit</td>
<td>Tax bill</td>
</tr>
<tr>
<td>New York State vehicle registration</td>
<td>Current utility bill or credit card bill</td>
</tr>
<tr>
<td>Non-driver identification</td>
<td>Bank or checking account statement</td>
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<td></td>
<td>School ID</td>
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<td></td>
<td>Official rent receipt or Rental Agreement</td>
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</tbody>
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* A Post Office Box is acceptable with additional proof of residency as outlined above in Columns B.
Young Adult (Teen) cards are issued to students in grades 7 through 12 who have a current Massapequa School District ID card, a report card, or a class schedule as acceptable proof of residency.

To issue a youth card to a child, the parent or guardian must have a card. Children are eligible for a card and who are enrolled in Kindergarten or who can write their first name.

Library card renewals must be done in person at the Circulation Desk with one proof of residency from Column B above for an immediate renewal.

There is a charge of $1.00 for the first lost or replacement card; a charge of $3.00 will be incurred for each lost or replacement card thereafter.

Cards can be purchased by those living outside of the Nassau Library System’s service area. The cost is $365 per year.

**RESPONSIBILITY:**

It is the responsibility of the Circulation Desk staff to make sure all documents provided to obtain a Library card fall within the parameters of this Policy. If a question arises as to the validity of a document or of a patron's required residency, staff must consult the Director or the Assistant Director for approval.

**APPROVED:** October 16, 2013

**REVISED:**

**REVIEWED BY/ON:**