



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
E-readers	Tablets
Cameras	Adult Playaways
Playaway Views	Launchpads
WiFi Hotspots	

#### 7 days:

DVDs and Blu-rays	Videotapes
Video games	

#### 3 day:

New DVDs and Blu-rays

### MUSEUM PASSES

The loan period for physical passes is 3 days. Passes must be returned, in person, to the Circulation Desk. 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.

### PLAYAWAYS

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

## 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.

## CAMERAS

All cameras 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.

## NEWSPAPERS DO NOT CIRCULATE

## 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 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

Materials not on reserve may be renewed twice, either by phone or in person. New Adult DVD's and Blu-rays, Adult Playaways, video games, E-readers, Hotspots, tablets, and cameras may not be renewed.

## 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, minus the fines due at the time the item was paid for, 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

Adult material except new books and magazines	.10 per day to a max of \$5
New Adult books	.25 per day to a max of \$10
Juvenile material & magazines	.05 per day to a max of \$3.50
Reference material	.25 per day to a max of \$25
Videos, DVDs, Blu-rays & Binge Boxes	\$2.00 per day to a max of \$25
Video games	\$1.00 per day to a max of \$20
Adult Playaways	.15 per day to a max of \$5
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	\$3.00 per day to a max of replacement cost
Hotspots	\$3.00 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 a new copy of the same material and title. Audio-Visual processing fees may apply.

### OUT OF DISTRICT BORROWERS FEE

This fee is charged to patrons who live outside of Nassau County and who want a Levittown Public Library card. The fee changes yearly and may be obtained from the main office. The fee entitles the patron to the full service privileges including Direct Access offered by the Levittown Public Library.

### WORK-IN-DISTRICT/ATTEND SCHOOL

Levittown Business owners and their employees and those who attend school or college in the district may receive a Levittown Public Library card without direct access. This card will expire 1 year from the date of issue.

### 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, videos, and tapes that may damage patron's equipment.

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