

Montauk Library Circulation Policy

Library Card Eligibility:

All Montauk property owners with proof of ownership and year-round renters and their children are eligible for a Resident library card. Resident cards are active for 5 years, renewable with updated ID.

Non-residents who work, rent or reside temporarily in Montauk may be eligible for a short-term card. Short term cards are active for 1 month to 1 year, depending on documentation presented. (lease, letter from employer, etc.). Short-term cards are for local use only (no ILL).

Lending Agreement: Patrons must be in good standing to borrow materials from the Montauk Library.

Item Limits:

Books	20 item limit (3 new)
DVDs	4 item limit (1 new)
Audio Books & CDs	5 item limit
Magazines	5 item limit
CDs	5 item limit
Puzzles	3 item limit

Loan Periods for loanable items:

New Books up to 500 pages	7 days
New Books over 500 pages	14 days
General Collection Books	21 days
Audiobooks	14 days
Magazines	7 days
New & Popular DVDs	3 days
Other DVDs	7 days
Museum Passes	3 days
E-readers	7 days
Blood Pressure Kits	28 days
Puzzles	21 days

Overdue Fines:

Many items may automatically renew up to six times without overdue fines unless:

- There is a hold on the item
- Patron owes more than \$10 in overdue fines
- Library Card has expired.

A replacement fee will be charged after maximum allowed renewals.

These items will not automatically renew:

Museum Passes	\$25 per day replacement fee
E-readers	\$3.00 per day replacement fee
Blood Pressure Kits	\$50 per day replacement fee

Fees for other services:

Passport Application	Fees vary; inquire at library desk
Passport Photo	\$10 per photo
Black & White Print / Copy	.10 per side letter/legal; .20 per side ledger
Color Print /Copy	.25 per side letter/legal; .50 per side ledger
Outgoing Fax	.50 connection fee + .50 per page
Scan	.10 per page

E-Books, E-Audiobooks, E-Magazines

E-material is returned automatically at the end of the selected loan period. If there are no holds on the item, most e-material can be renewed by the patron at the live-brary.com website.

Lost or Damaged Items

Patrons are responsible for the replacement cost of any lost or damaged item. The Library does not accept replacement items from patrons. No refunds are given once a lost item is paid for. Fees for lost or damaged items may be paid online through the patron's account or in-person at the library.

Interlibrary Loan

If available, materials may be borrowed from other public libraries in Suffolk County via Interlibrary Loan (ILL). Requests for ILL materials may be made in-person at the library or online at the library website, montauklibrary.org. ILL materials may be returned at any Suffolk County Public Library.

Patron Accounts

Patrons may access their library patron account online at the library website, montauklibrary.org. Patron accounts allow patrons to: Renew eligible items, request ILL and pay fines.