



201 Main Street, Sag Harbor, NY · 631-725-0049 · www.johnjermain.org

CIRCULATION POLICIES

John Jermain Memorial Library cardholders have access to a wide range of materials and resources to support research, entertainment, and lifelong learning. As part of the county-wide Resource Sharing Code, cardholders from other Suffolk County libraries are also able to borrow many of our items, except as noted below. Borrowed items may be returned to any Suffolk County library, and will be delivered back to our shelves.

CIRCULATION PERIODS

All books and audio books circulate for fourteen nights.

New adult DVDs circulate for three nights.

Older adult DVDs and all Children's DVDs circulate for seven nights.

Magazines circulate for seven nights.

Items from our "Library of Things" including internet hotspots and Wi-Fi access kits have varying loan periods.

Reference materials do not circulate.

Loan periods and fine policies for inter-library loans are determined by the lending library. Patrons will be expected to abide by these rules

In certain circumstances special loan periods may be granted on specific items.

RENEWALS

Items that are not on reserve for another Suffolk County Library patron may be renewed as follows:

Books, audio-books, and magazines may be renewed up to six times.

Older DVDs, may be renewed once.

New DVDs are renewable one time; renewal must be done by phone or in person.

Items from our "Library of Things" collection are not renewable.

Eligible items may be renewed by phone, in-person, or online through the patron's online account.

Certain may automatically renew if there are no reserves on the item; patrons will be informed of the automatic renewal by email. NOTE: new DVDs do not automatically renewals must be requested by phone or in person.

DUE DATES AND FINES

John Jermain Memorial Library does not charge overdue fees for materials kept out beyond the “due date.” Patrons should be aware that we have a small and popular collection, and borrowed items should be returned on time for others who may be waiting to read or view the title.

LOST/DAMAGED MATERIALS

If patrons lose or fail to return items they will be charged a “lost item fee.” That fee will equal the cost of having the item repurchased, reprocessed, and returned to the shelves. Payment may be made online using a credit card, or in person by check. If the lost item was borrowed from another library, the check must be made out to the loaning library. Patrons may not bring in a replacement item, even if it appears to be the same title, as in many instances the library copy has special binding and/or containers.

RESERVES

John Jermain Memorial Library patrons have access to all loanable items listed in the county-wide online catalog. Reserves for these materials may be placed by phone, in-person, or online through the patron’s account. Cardholders may choose the library to which they would like the material delivered. All loan periods and fine policies, in the case of inter-library loans, are determined by the lending library. Patrons will be expected to abide by these rules. Patrons will be notified by telephone or email when the material is available at the library. Once notified, they will have between three and seven days to pick up the material, depending on the loan rules of the lending library.

INTERLIBRARY LOAN

As a service to John Jermain cardholders our reference librarians will attempt to find items not held in Suffolk County libraries through the nation-wide cooperative Interlibrary Loan Program.

BORROWING LIMITS

There is no limit on books, DVDs, audio books, or magazines. Occasionally, at the librarians’ discretion, circulation of high demand materials such as holiday books or books for school assignments, may be limited. Once a limit is reached a patron must return items in order to be able to take out any more. These same

limits apply to borrowers from other SCLS libraries using the John Jermain collection.

Our “Library of Things” Collection is available only to John Jermain cardholders. Certain items in our “Library of Things” may be limited to one per family, and may also have limits on renewals and number of loans per cardholder per year.

FOR VISITORS

The Library recognizes that visitors to the area often wish to use our facilities, materials and services. The Library warmly welcomes the on-site use of all of our materials. Visitors may utilize our computers by requesting a guest pass. Visitors may also want to check out our “Little Free Library,” located in our Lower Level Reading Garden, for free books to take and enjoy.

APPROVED BY THE BOARD OF TRUSTEES: JULY 1999
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