POLICY 002
Membership in the Hewlett-Woodmere Public Library

Membership in the Hewlett-Woodmere Public Library is limited to;

Residents of the Hewlett-Woodmere Union Free School District, and those who own property in the School District:
- Includes children who can print or write their first names
- Cards expire three (3) years from the date of registration
- Card renewal takes place on an ongoing basis
- All correspondence to patrons is specifically marked DO NOT FORWARD
- Two (2) items proving residency must be shown at the time of initial registration. One (1) item proving residency must be shown at the time of renewal. Examples include: Driver’s license, utility bill, tax bill, deed, or lease
- There is no restriction on privileges for this type of membership
- Adult cards are issued to children upon submittal of proof of completion of 5th grade (elementary school)

Non-residents who are paid employees in businesses and organizations in the Hewlett-Woodmere Union Free School District and non-resident members of the Hewlett Fire Department:
- This is an individual card issued for the sole use of the individual who works in the district. Cards will not be issued for family members
- Cards expire one (1) year from date of registration or renewal
- Two (2) items of proof of employment, accompanied by a photo id showing home address, are required at the time of registration or renewal: a letter from the employer with an original signature, and a current pay stub or pay voucher. In the case of business owners or the self-employed, a recent utility bill, rent receipt or lease, accompanied by a letter from the landlord, may be substituted
- Direct Access privileges are not afforded to this membership category
- A total of ten (10) items may be “out on loan” on this type card. This total may include new print materials with the exception of shelf copies
- In addition to the above limit, the same restrictions placed on library use by Direct Access Patrons from other Nassau County Libraries will apply to this membership category, with the exception of access to word processing and internet workstations
- Access to Internet and word processing workstations is permitted on the same basis as they are available to residents

Those who go to school but do not live in the Hewlett-Woodmere Union Free School District:
- This is an individual card issued for the sole use of the student
- Proof of attendance in a school accredited by New York State is required: the Library will send a letter to the principal indicating that a student has applied for membership, and the principal will sign an enclosed form indicating that the student is indeed enrolled in the school
- Cards expire one (1) year from the date of registration or renewal
- Direct Access privileges are not afforded to this membership category
- A total of ten (10) items may be “out on loan” on this type card. This total may include new print materials with the exception of shelf copies
- In addition to the above limit, the same restrictions placed on library use by Direct Access Patrons from other Nassau County Libraries will apply to this membership category, with the exception of access to word processing and internet workstations
- Access to Internet and word processing workstations is permitted on the same basis as they are available to residents
Those who pay an annual membership fee:

- Beginning January 1, 2000, this membership category will be available to individuals/families who reside outside of Nassau County
- All the privileges of membership will be afforded to those persons who pay an annual membership fee which is set at the Annual Meeting of the Board of Trustees in July. This fee is based on the estimated tax for Library service paid by the average homeowner
- An expiration date of one (1) year from the time of issuance is set
- Cards will be issued for all members of the immediate family, including children, residing at that address

Seasonal Membership

- Those persons who reside in the District for periods up to three months are entitled to cards for those months in residence
- A refundable deposit of $100 is required of those who permanently reside outside of Nassau County;
- Proof of residency is required
- One card is issued per family and is kept at the circulation desk;
- A specific expiration date is set
- Direct Access privileges are not granted to patrons in this membership category

Honorary Library Cards

- Former Library Trustees and former employees who have retired from the Hewlett-Woodmere Public Library are entitled to Library cards
- Cards are issued for the sole use of the individual
- Full borrowing privileges are extended

Institutional Library Cards

- Hewlett-Woodmere Public Library Cards will be issued to not-for-profit educational and service institutions located in the Hewlett-Woodmere Union Free School District
- Cards will be kept at the circulation desk
- No Direct Access privileges
- A list of 5 authorized users must be provided to the Library
- Each authorized user must have identification and proof of authorization
- The Institution must assume responsibility for all lost, delinquent or damaged library materials borrowed with its card
- A total of ten (10) items may be “out on loan” on this type of card. This total may include new print materials with the exception of shelf copies
- In addition to the above limit, the same restrictions placed on library use by Direct Access Patrons from other Nassau County Libraries will apply to this membership category
- Access to Internet and word processing workstations is permitted on the same basis as they are available to residents

Affirmed and revised by Board of Trustees: December 8, 1994
Revised 6/9/97
Revised 5/11/98, to be effective 7/1/98
Revised 3/9/99, to be effective immediately
Revised 12/13/99, to comply with Commissioner’s Regulation 90.3
Approved, Board of Library Trustees, 12/13/99, to be effective 1/1/2000
Revised to incorporate changes in Internet and word processing policies, 6/11/01
Revised, 2/11/02, to be effective immediately
Revised, 4/5/06, to be effective immediately, to require one (1) proof of residency at time of renewal