



# Free, Secure Document Shredding for Our Patrons

## How it Works

Drop your documents into the secure shredding container in the lobby at the Northport Public Library Building. That's all there is to it!

## Guidelines for Patrons

You share this service with fellow patrons. Please limit your shredding to **500 sheets of paper per week**.

- Deposit only **personal sensitive documents** like bank statements, tax materials, etc.
- **Do not insert** junk mail, newspapers, generic print materials, CDs, or any other items.
- **This service is for personal use only by our patrons.** It is not for use by businesses.



## Document Security Information

Shredding receptacles and document destruction services are provided by the vendor Shred-it ([www.shredit.com](http://www.shredit.com)). Documents are stored in locked containers in the library, and regularly collected by Shred-It. As an NAID AAA-certified organization, Shred-it meets or exceeds the requirements established by the National Association for Information Destruction.

**Questions? Contact our Adult Reference Desk.**

Visit the Library, or call us at 631-261-6930.