



Free, Secure Document Shredding for Our Patrons

How it Works

Drop your documents into the secure shredding container in the lobby at the Northport or East Northport Public Library buildings. 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). 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? Visit www.nenpl.org/shredding,
visit our Adult Reference Desk, or call 631-261-6930.**



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www.nenpl.org



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