

Sarah Hull Hallock Free Library Lending Policy

A. Lending Policy

Borrowers must be registered and have a valid local or Mid-Hudson Library System patron card to borrow library materials. This card may be used at any of the 66 member libraries in the Mid-Hudson Library System. Persons who work or attend school in the Town of Marlborough but who live outside the Mid-Hudson Library System may be issued a library card upon presentation of suitable identification and proof of employment or school attendance. Persons who reside outside the Town of Marlborough and the Mid-Hudson Library System service area may obtain a Sarah Hull Hallock Free Library card upon presentation of acceptable proof of residency and payment of an annual non-resident's fee of \$25.

New borrowers must fill out a Library Card Registration Form and sign below the statement which reads: *I understand that I will be responsible for all used made of my library card.*

Identification required. A driver's license or student ID is preferred; however, any other official ID or recent non-personal piece of mail may be acceptable.

Before a new library card can be issued to Applicants under 18 years of age, a parent or guardian must give consent by signing the Registration Form, which reads: *By signing below I assume legal responsibility for my child's library loans.*

B. Lost or Forgotten Cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. There is a \$2 charge for a replacement card. All patrons, adults and children, are expected to bring their library cards with them if they intend to check out items. Repeated failure to present library card may result in denial of borrowing privilege.

C. Loan Periods

- 3 weeks for books, including audio books and CDs
- Books may be renewed once, if there is no waiting list for the title.
- Generally, reference books do not circulate; by special permission, overnight only.
- DVDs or VHS videocassettes circulate for one week, with one week renewal.
- The number of DVDs borrowed or on loan is limited to five.
- Music CDs circulate for three weeks, with one week renewal.
- Renewals may be made in person, by telephone, by email, or online.
- Interlibrary loans are due the date indicated by the lending library.
- Periodicals circulate for one week.

The Director may establish the loan period for special collections or for materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

Patrons may borrow materials online through the Mid-Hudson Library System service online catalog, which includes all materials in the Sarah Hull Hallock Free Library, as well as within the MHL System. All materials may also be requested by phone or in person. For books not located in this library or in the MHL System, the library staff will work to locate the requested material through interlibrary loan databases outside the immediate MHL System.

D. Fines and Charges

There is a fine of 10 cents per day for overdue materials: books, audiobooks, music CDs or magazines. For DVDs or VHS videos, the fine is 50 cents per day.

Patrons owing more than \$10 in overdue fines must make a full or partial payment to bring the fine to under \$10 in order to borrow any materials.

Patrons will be notified by telephone or email when they have material overdue for more than two weeks. An overdue notice will be mailed one-two weeks after that. A replacement billing notice will be mailed after one month, covering the cost of replacement of the material and a service charge for processing, cataloging and postage. Patrons who have been sent an overdue notice shall be denied borrowing privileges until the overdue materials are returned or paid for, if lost and/or damaged.

Approved by the Sarah Hull Hallock Free Library Board of Trustees on December 1, 2010.

Linda M. LaPolla