

Circulation Policy

Revised and Approved July 10, 2006

Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. By signing the application, the patron is indicating that they will be responsible for all materials signed out by their library card. Patron will receive the library's circulation policy, the patron code of conduct, Library Patron Rights and Responsibilities and the Internet policy upon receiving their card.

Identification with proof of address is 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. If appropriate identification is not available, a temporary card will be issued that expires in three weeks from date of application. A temporary card will allow the patron to borrow 2 items from the library's collection. A note will be made on the patron's account that ID is still required to fully activate card.

Applicants under 18 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. By signing the child's application, the parent or guardian is indicating that they will be responsible for all materials signed out on the child's library card. Please note that children may access and/or borrow any library resource with their library card and have the ability of requesting materials from other libraries in the Mid-Hudson Library System.

Materials cannot be checked out until a library card is issued.

All library cards expire after 3 years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

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 \$2.00 fee for a replacement card.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

Loan periods

1. Three weeks for books.
2. Reference books do not circulate.

3. Interlibrary loans are due the date indicated by the lending library. Some interlibrary loans may not be renewable.
4. Books may be renewed if there is not a waiting list for the title.
5. Three weeks for audio books on cassettes and compact discs.
6. One week for current issues of periodicals, videocassettes and DVDs. Periodicals can not be renewed.

The director may establish a different loan period for special collections, 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.

There is no limit on the number of items a patron can borrow at one time.

Overdue notices and bills relating to lost items will be sent by mail or e-mail in a timely manner.

Fines and charges

The purpose of overdue fines is not to punish borrowers; it is to encourage patrons to return items by the due date so they can be available to others.

Fees will be charged as follows:

Books	\$0.10 per day
Audio Books	\$0.10 per day
Magazines	\$0.10 per day
Videos	\$1.00 per day
DVDs	\$1.00 per day

Damaged materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. This rule does not apply to video or audio tapes that are damaged due to normal wear and tear. A notice of these charges will be sent to the borrower.