

POLICIES

Library Card Policy

Library Cards

- The Howland Public Library issues bar-coded library cards to residents of the Beacon City School District. Library cards are also issued to people who work or attend school within the boundaries of the Beacon City School District.
- Identification showing current address or proof of district employment and completion of an application card are required. Acceptable identification includes driver's license, utility bill, school district tax bill, mail, etc.
- Children up to the age of 18 registering for a library card must be accompanied by a parent or guardian. The parent or guardian must sign the application card acknowledging responsibility for any lost or damaged items.
- Library cards expire at 3-year intervals.
- Each patron must use his or her own library card. Unauthorized use of a library card may result in referral to local law enforcement.

Replacement Cards

- The first library card is free.
- The cost of replacing a library card is two dollars (\$2.00) for the first occurrence.
- Additional replacement cards cost five dollars (\$5.00).
- If loss is due to a personal tragedy such as fire, the fee may be waived by the Library Director or his or her designee.

Temporary Library Cards

- Temporary cards may be issued to summer or other temporary residents.
- An annual \$30 fee is required.
- Identification showing current local and home address and completion of an application card is required.

Visitor Cards for Computer Access

- Howland Public Library Visitor Cards provide access to PC's, the Internet, and computer printing for Library visitors residing out of the Mid-Hudson Library System (MHLS).
- Identification showing current address is required.
- Visitor cards are valid for one, one-hour computer session per day. Visitor cards expire in 24 hours.
- Visitor cards cannot be used to borrow library materials.
- Visitor cards may be issued daily (maximum 3 days).
- Visitors needing more computer time (more than 3 days) will be required to register for a Temporary card (see above).
- No Visitor cards will be issued to residents of the Mid-Hudson Library System. MHLS residents will be required to register for a library card at the Howland Public Library or any MHLS member library.

Adopted by the Board of Trustees
July 11, 2006