

Library Card Policy

Catskill Library & Palenville Branch Library

In order to borrow library material or access computers, a Library Card is required. Library users ('Patrons') who do not have a card, must fill out a registration application at the main desk.

Eligibility

Patrons must be:

- A resident of a town served by the Mid-Hudson Library System.

If 18 years and older:

- Patrons must present picture identification (ID) and proof of address to library staff

* A valid drivers license covers both requirements.

If under the age of 18:

- A Parent/Guardian/Caregiver must be present, provide ID, proof of address, and sign off as being responsible for that card including accepting full responsibility (Internet Permission Slip) for computer usage by minor.
- No card will be issued if the PGC has a card that is blocked for any reason. PGC must clear their account before minor is allowed to receive their own card.
- If a minor needs a replacement card, they must show ID if able, otherwise PGC must be present with proper ID.

* If a picture ID does not have current address, additional documentation is needed. Such documentation must be dated within the past month, have the patron's name ('Current Occupant/Resident' will **not** be accepted), and address type-written on the document (post-marked mail, utility-bill, lease, etc). Hand written mail, 'PO Box' and/or Change-of-Address stickers as proof of address will be accepted at the discretion of Library Staff.

In compliance with NY State Confidentiality of Library Records Law, patrons must have their card with them in order to borrow material or access computers. Patrons are not allowed to use another patron's card for any reason. Exception: Parents/Guardians/Caregivers who have signed minors (12 and under only) up for a library card.

A patron who has lost their card may purchase a replacement after presenting picture ID and proof of address. The address must match the address on file; if not, we require proof of current address. Patrons should not assume that library staff will remember them from day to day or that because they showed their card one day that that is sufficient for each future visit. Library staff will not verbally give out or hand-write card numbers whether or not patron has proper identification nor will staff hold patron cards for them.

Lost Cards: Patrons must immediately report the loss or theft of their library card as they will be held responsible for material checked out prior to notifying the library of its loss.

Catskill: If a Patron has memorized their card number, they may log in to the computers; they will not, however, be allowed to check out library material without their card in hand.

Palenville: In order to use library computers, Patrons must write their name, date, and time on the sign-in sheet at the main desk.

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If library card accounts are "linked" (have received prior approval for using another patron's library card), linked patrons may check out ON-HOLD ITEMS ONLY for those patrons that they are linked to as long as it is noted in our computer system. Patrons may use their card or the card of those they are linked to.

If a patron's library card expires, picture ID and proof of current address are required before renewal of card. If a patron calls to renew his/her library account over the phone, renewal will be at the discretion of Library Staff.

Types of library cards:

Full Access Card	For those who meet above eligibility requirements. Allows full access to material and computers.
Guest/Non-Resident Card	For those who will be in the area temporarily (summer visitors, students). Patrons must show Picture ID and proof of temporary stay: lease agreement, letter on letterhead (Marina, Employer) as well as proof of permanent address with best contact phone number. G/NR cards are valid for THREE MONTHS and are allowed full access to material and computers.
Visitor Pass	Valid for computer-access only (Catskill Library only) Minors (17 and under) can be issued Visitor Passes as long as they are with a Parent/Guardian/Caregiver; both must sign the Internet Permission Form. As with a Full-Access Card, PGC must provide Picture ID.