

# 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 and are a resident of a town served by the Mid-Hudson Library System (MHLS), are strongly encouraged to apply for a card.

## Eligibility

Patrons must be:

- A resident of a town served by MHLS.

If 18 and older:

- Patrons must present picture identification and proof of address
  - \* A valid driver's license covers both requirements

If 17 years old and younger:

- A Parent/Guardian (P/G) must be present, provide ID, proof of address, and sign the Internet Permission Slip as being responsible for that card including accepting full responsibility for computer usage by minor.
- If a P/G's card is blocked, the block must be cleared prior signing for a minor.
- If a minor needs a replacement card, they must show photo ID if able, otherwise P/G must be present with proper ID.

Minimum age to obtain a library card: Five years old with P/G providing the above documentation OR if patron is able to write their name, first and last with P/G providing the above documentation

\* If a picture ID does not have current address, additional documentation is required. Such documentation must be current, have the patron's name ('Current Occupant/Resident' will not be accepted) and address on the document (post-marked mail, utility-bill, lease, etc).

A patron who has lost their card may purchase a replacement for \$1.00 after presenting photo ID.

If a patron's library card expires, valid picture ID and proof of current address are required before renewal of card. If patron does not have proof of a change of address on hand, staff will add a reminder message ("Will bring proof of current address at next visit") to the account. Similarly, if a patron calls to renew his/her library account over the phone, staff will 'quiz' the patron (name, address, date of birth, etc.) and add a reminder message to their record that renewal was via telephone and to show ID upon their next library visit.

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 library card numbers whether or not patron has proper identification nor will staff hold patron library cards for them.

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

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**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 or photo ID in hand.

**Palenville:** In order to use library computers, patrons must write their name (or initials) on the computer sign-in sheet at the main desk.

Patrons cannot use another patron's card except 'Linked' patrons.

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 present their card or the card of those they are linked to or photo ID.

## Types of library cards:

<b>Full Access</b>	For those who meet above eligibility requirements Allows full access to material and computers
<b>Temporary/Non-Resident</b>	For temporary visitors (summer visitors, students) or those in temporary accommodations. Patrons must show photo ID and proof of residence (postmarked mail, lease agreement, letter from organization on letterhead). T/NR cards are valid for six months (and will be renewed with the above documentation).
<b>Guest Pass</b> (Computer-access only)	Valid for computer-access only (Catskill Library only) Patrons who have forgotten their library card may be issued a guest pass with valid photo ID. For minors (17 & under), an internet permission form must be on file.

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