

Circulation Policy

Registration

All borrowers must have a Mid Hudson Library System card that is in good standing in order to borrow materials.

The Saugerties Public Library issues free cards to all Saugerties residents, and to people residing in the Mid-Hudson Library Service Area.

Library Cards are used to check out library materials, sign on to public access computers, and access electronic resources.

Adult applicants for a Saugerties Public Library card must show identification with current residential address.

- Driver's license or permit (Photo ID) with current address, or
- Imprinted checks with current residential address; or,
- Canceled mail postmarked with the last month; or
- Telephone, utility, rent, or tax bills

For applicants aged 13-18, a parent or guardian must give consent for the new library card in person or via email or a phone call. Applicants under the age of 13 must have a parent or guardian sign their consent on a library card application form before a new card can be issued. By consenting to the child's application, the parent or guardian is indicating that they will be responsible for all materials checked out on the child's library card.

All Library Cards expire every three years. In order to renew a library card, patrons must verify current contact information.

Persons with special needs may have a representative apply for a card.

Temporary Library Cards

- Temporary cards may be issued to summer or other temporary residents.
- A \$20 deposit is required.
- Identification showing current local and home address and completion of an application card is required.

Lost or Forgotten Cards

Replacement of lost cards is free for the first lost card for adults and children. Subsequent lost cards will cost \$1.00 per card.

Adults, 18 years and older, must show proper identification to replace a card.

All patrons are expected to bring their library cards with them in order to check out items. If a patron forgets their card, a valid identification card must be presented to borrow items or use computers.

Visitor Cards for Computer Access

People who do not have or are not eligible for a library card may be issued a temporary visitor's card in order to use the library's computers and printers.

Visitor cards allow a one-hour session on one of the library's computers and can be used to post a payment for printing. Visitors cards cannot be used to borrow library materials or use other library resources. Visitors needing more time can extend the time by one hour if no other patrons are waiting to use the computers.

Lending Rules

1. One week for new and high-demand DVDs, periodicals, and video games.
2. Two weeks for DVDs, Kindles, Rokus and Library of Things items.
3. Three weeks for books, audiobooks, music CDs, and multi-disc TV series.
4. Three days for museum passes.

Fines:

\$1.00 per day for Kindles, Rokus and items from the Library of Things.

\$5.00 per day for museum passes.

Replacement fees: Lost or damaged items must be paid for by the patron. Items not returned to the library will be BILLED 3 weeks after the overdue notice is sent to the patron.

Patrons owing more than \$10 will not be allowed to borrow materials.

Damaged materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay for the replacement cost. This rule does not apply to DVDs and CDs that become damaged due to normal wear and tear. A bill for replacement cost of a damaged item will be sent to the patron. If materials are returned from another library in damaged condition, the loaning library will be billed for the replacement cost.

Approved by the Saugerties Public Library board March 2020

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