



# Reed Memorial Library

## **Circulation Policy**

The Reed Memorial Library is committed to fair and equitable access to the materials and information in the library's collection. To provide the best service possible the following policy has been established:

### **PATRON REGISTRATION**

#### Mid-Hudson Library System Residents

People residing or owning property in the Mid-Hudson Library System service area may apply for a library account upon presentation of acceptable identification confirming residency. This card may be used at any of the sixty-six member libraries in the Mid-Hudson Library System. Residents must have their account renewed every three (3) years.

#### Non-Residents

People who reside outside of the Mid-Hudson Library System can be issued a limited use library account at no charge upon presentation of acceptable identification. This is a limited use card valid for only Reed Library items, for a maximum of five items. Depending on local policies this limited use card may not be accepted at other Mid-Hudson libraries. Non-residents must have cards renewed every year.

#### Children

Children under the age of 14 must apply for a library account with a parent or guardian who presents proper identification and cosigns the registration card. Parents or guardians are responsible for charges incurred by their children.

#### Patron Self-Registration

Library accounts may be applied for on-line. The account shall be considered temporary and will be set to expire in 30 days unless verified by staff. Accounts must be verified to meet proper identification standards. Patrons who apply for cards on-line must supply proof of name and address prior to the 30 day expiration. Proof must be presented in-person in the Reed Library or by emailing proof to [librarycard@carmellibrary.org](mailto:librarycard@carmellibrary.org).

#### Acceptable Identification

Library card applicants must present identification with their name and a current address. The following are considered acceptable proofs of identification:

- A valid New York State driver's license, temporary license or identification card issued by the New York Motor Vehicle Division with current residential address.
- Lease agreement, rent, tax or utility bill with applicant's name and address.

## BORROWING LIBRARY MATERIALS

Borrowing library materials requires a verified library account in good standing. A library account in good standing is one that is not expired, is not “stopped” by this or any other library, and does not have a charge of over \$10 in fines or fees.

Accounts will be “stopped” when a patron has bills of \$10 or more. Fines and fees may be paid at any Mid-Hudson Library or on-line. A “Stopped” card may not be used unless materials are returned and/or fees paid.

### Renewals and Returns

Eligible items will renew automatically. Additionally, eligible items may be renewed at the library, by phone or online. Items (except for those with specific restrictions) may be returned to any library in the Mid-Hudson Library System. Any item returned to Reed Memorial Library before the library opens for the day is considered to be returned the previous day.

### Loan Periods and Limits

<b>Item</b>	<b>Loan Period</b>	<b>Renewals</b>	<b>Fine/Day</b>	<b>Maximum Fine</b>
New Book	2 weeks	2 times	0	
Book	4 weeks	2 times	0	
DVDs	1 week	2 times	0	
CDs	2 weeks	2 times	0	
Audio Books	4 weeks	2 times	0	
Magazines	2 weeks	Non-renewable	0	
Museum Passes	1 week	Non-renewable	\$5/day	Cost of pass
Equipment	1 week	Non-renewable	\$5/day	Cost of equipment

### Fees:

Lost library card, first replacement	No Charge
Second and subsequent replacements	\$5.00 each

Lost or damaged items are assessed at their replacement costs. The replacement cost is nonrefundable.

Rules and lending policies of the Mid-Hudson library system also apply to materials borrowed through the Reed Memorial Library.

Exceptions to this policy may be made with the permission of the Director.

APPROVED BY THE BOARD OF TRUSTEES: April 6, 2022