

## **Library Card Terms and Conditions**

### **General Policy Statements**

The Library District issues library cards under the following guidelines:

- A. Any individual, who lives, works, attends school or pays property taxes in the City or Town of Poughkeepsie (excluding the Village of Wappingers Falls) is eligible to receive a Poughkeepsie Public Library District card free of charge. This card will provide access to all online services such as databases and ebooks.
- B. The Library District will issue cards to individuals from outside the Mid-Hudson Library System service area that do not qualify for a card as described above. These cards will not provide access to certain Library District services (typically remote access to online databases) due to licensing limitations. These cards may be used at any Library District location but other Mid-Hudson Library System member libraries may not honor these cards.
- C. These terms and conditions of library card use apply to all Library District patrons. The Library District reserves the right to modify privileges from time to time for all borrowers.

Patrons are expected to carry and present their card when using Library District services. However, patrons may use a photo ID that bears the address that matches the address in their online record maintained by the Library District. Use of a Library District card is non-transferrable. The Library District will merge or delete the records of any user found to have multiple active cards.

The above status entitles a patron to one library card for use in any Library District location or at any member library of the Mid-Hudson Library System (MHLS). However, certain exceptions or local regulations may apply.

All materials borrowed must be returned on or before the close of business on the due date. The Library District offers universal returns – most circulating material can be returned to any MHLS library. Likewise, pickup of holds and payment of fines and fees may take place at any MHLS member library.

Fines start to accumulate for items returned after the close of business on their due date. Fines and bills for \$25 or more and unpaid for over 120 days are referred to a collection agency.

Cardholders are responsible for all materials borrowed on their card, all use of the card and all charges made against it, until the card is reported lost to the Library. Parents/guardians of minors (patrons under the age of 18) are responsible for materials borrowed on the card of their children.

### **Eligibility Requirements**

When applying for a library card in person, or providing proof of identity to receive a library card from the online registration process, proof must be provided that the applicant lives, works, attends school, or pays property taxes in the City or Town of Poughkeepsie (excluding the Village of Wappingers Falls). Patrons from other libraries will still need to provide acceptable proof of ID and address.

These are all forms of acceptable proof of ID and address:

- Valid government-issued photo identification along with two pieces of mail (both bearing the same address). Examples of acceptable ID include the following (all of which should be current):
  - current driver license
  - college or university photo ID card (the patron record will use both the local address as well as the home address along with the student ID number; the card will be set to expire at the end of the semester)

- employee photo ID card
- Armed Services photo ID card
- Alien Registration photo ID card
- passport
- Medicare/Medicaid card
- professional, vocational or union photo ID
- rent bill or lease agreement
- tax bill or receipt
- statement from a homeless shelter
- bank statement/checkbook
- cable, phone or utility bill
- any piece of first-class mail delivered by the US Post Office

Minors under the age of 18 must have their application completed and signed by a parent or guardian, who can provide the above identification/address validation on their behalf.

Concerning ID, please note the following:

- Post office boxes are accepted as mailing addresses. Proof of residence is still required.
- Any tax bills, rent receipts or statements from a homeless shelter used for verification of identity must be dated no more than 3 months prior to the application date.
- Any of the above must be dated within the last 3 months, as indicated by the postmark or date of printed e-bill.
- The name and address provided to verify identification must match the information entered on the application.
- The same identification must also be presented when a change to the borrower's address is made and when replacing a lost card. Cardholders are required to report change of name or address information promptly.

### Special Notes

- **Minors (Patrons under 18)**
  - Minors must be present to receive their library cards.
  - A parent/guardian may verify his/her child's age or grade level in the absence of identification.
  - Minors have access to the same library materials as adult borrowers.
  - A minor's application form must be signed by a parent or guardian. When completed, valid identification/address verification must be presented by the parent or guardian on behalf of the child.
  - Parents/guardians are responsible for the lost or damaged materials borrowed by their children.
  - Parents/guardians of minors in grades seven through twelve may be given information about overdue materials only upon presentation of the youth's library card barcode number, printed overdue notice, or personal identification that confirms that the adult is the youth's parent/guardian.
  - Parents/guardians of minors not yet in the seventh grade may be given information about items checked-out, overdue, and fines/fees owed unless prevented by a court-issued custodial agreement.
- **Teen Card (Patrons 12 - 18)**
  - Teens who attend school in any public or private school in the City or Town of Poughkeepsie are eligible for a Library District Teen Card. However, this Teen Card has limitations and teens are encouraged to apply for a full access card (see above).

- A Library District Teen Card may only be used at Adriance Memorial Library or at the Boardman Road Branch Library.
  - Teens must be present to receive their library cards upon registration.
  - Verification of school enrollment is required. Current school IDs are the preferred form of verification.
  - Library District Teen Cards have access to the same library materials as adult borrowers.
  - The library card application form and the Teen Room Use form must be signed by a parent or guardian.
  - Card holders may have only two items checked out at any given time.
  - Parents/guardians of teens in grades seven through twelve may be given information about overdue materials only upon presentation of the youth's library card barcode number, printed overdue notice, or personal identification that confirms that the adult is the youth's parent/guardian.
- **Organizational Borrowers**
    - A representative from the organization requesting a card must make an appointment with the Assistant Director for Support Services prior to any registration activity.
    - Cards of this type are available only to organizations located in the City or Town of Poughkeepsie (excluding the Village of Wappingers Falls).
    - In order to receive an organizational borrower's card, a brief letter of request on organizational letterhead must be submitted along with the completed application form. The letter must expressly state that the organization will be responsible for all items borrowed on the card, up to and including replacement charges.
    - Only one card will be issued to any organization.
    - If the organization has a change of address or phone number, or the card is lost, the library must be notified immediately.
    - Organizational cards are valid for one year, after which a re-application process must be instituted.
    - All regulations of the Poughkeepsie Public Library District apply to the organizational borrower's card.
  - **Homebound/Extension Services**
    - The Extension Services program is for individuals who can use regular library materials, but are unable to leave their homes due to a temporary or permanent disability. Applications are available in the main or branch libraries, by calling (845) 485-3445 x 3401, or on the web at <http://wp.me/P4bmcj-zh>.
  - **Patrons with Transient Addresses**
    - Library cards issued to patrons with an address of a shelter are valid for three (3) months with a check-out limit of three (3) items at any given time.

### Renewing or Validating Your Library Card

- All adult, teen and child library cards expire and must be renewed every two (2) years. Organization cards expire after one year.
- Cardholder expiration dates are visible in the *My Account* section of <https://midhudsonlibraries.org/>.
- Expired cards must be renewed before they can be used to borrow materials, search the Library District's online databases, or access Library District computers.
- At the date of the card's expiration, there is no need to apply for a *new* card.

- The above-mentioned forms of identification must be presented to renew or validate your library card. Additional required information may be requested by the Library District.
- Cards issued to patrons from outside of the MHLS service may expire at shorter intervals, require similar identification, and must be renewed in person.
- Library cards cannot be renewed and contact/personal information cannot be updated by phone. Cardholders may renew library cards at any MHLS member library with proper ID.

### **Linking Your Record**

Applicants for a library card are given the option to "link" their record to another patron. This service allows increased ease of navigation between cardholders belonging to the same family or household. Note that linking patron records is solely intended to expedite circulation transactions by allowing for quick navigation between one linked record and the next.

Linking records does not give a patron the ability to view (other than a parent/guardian of a minor not yet in seventh grade), request or borrow items on a card belonging to a patron to whom they are linked, including the card of a minor.

In order to link records, all patrons must be present with their cards.

- In situations where one patron (e.g. a spouse) would like to be authorized to collect requested items held by another, both patrons must first confirm this in person with a Library District staff member. This applies only to active hold requests, not additional checkouts on the card.
- In situations where a parent/guardian would like to link the record(s) of minor(s) in their charge, the minor(s) must be present with their card(s).

### **Lost and Replacement Library Cards**

Upon receipt of a library card, patrons accept responsibility for all items on the card, all use made of the card, and all charges made against it until the card is reported lost. The Library must have a record of the card having been reported lost, or it is not considered lost. Therefore it is to the patron's benefit to report the loss or theft of a library card immediately.

The cost of replacing the first lost or stolen library card is \$1.00. Subsequent replacement cards are \$5.00 each. This fee is assessed at the time the replacement card is issued.

Report lost cards by phone or in person at either Library District location.

### **Library Notices**

The Library District provides a notification service for held items, overdue materials and other service-specific reasons. Notices are available via telephone or e-mail as determined by the patron at time of card application. If applicable, notices and bills for overdue material will be sent to the mailing address on record at the Library. It is the responsibility of the borrower to notify the Library District if any of the contact information changes.

**Note:** In the case of borrowers who receive their notices by e-mail, it is their responsibility to make sure that e-mails sent from addresses with **noreplypld@midhudson.org** in the sender information be allowed through any filters they may have in place on their Inbox.

Library notices are sent as a courtesy. Failure to receive a notice does not absolve the borrower from any fines or fees attached to their patron record.