

# Lending Rules and Regulations (formerly Library Card Policy)

## Library Cards

- A Library Card is required to borrow items from the Catskill Public Library and the Palenville Branch Library.
- All Mid-Hudson Library System service area residents are eligible for a Library Card. To obtain a card at our libraries, a photo ID and proof of current address must be provided. If the photo ID does not have a current address, a utility bill, lease, or another official item with the local address can be accepted.
- Residents of areas outside the Mid-Hudson Library System cannot obtain a Library Card but may use all Library resources in the Library during regular hours or may qualify for a Temporary Card.
- Children under 18 must come to the Library with a parent or guardian to register for a Library Card.
- With a picture ID, a replacement card can be purchased for \$1.00.

## Temporary Cards:

- Temporary Cards are valid for three (3) months.
- Temporary Cardholders can borrow up to four (4) items.
- A Temporary Card can be issued to any Patron living in a Shelter or County residence within our Service Area. A letter from the Shelter/County will serve as proof of residency.
- Individuals who are temporarily residing in our Service Area (e.g., summer residents) and whose permanent residence is not within the Mid-Hudson Library System may be issued a Temporary Card if they will reside within the Catskill Central School District for at least two months (or less at the discretion of the Director or Branch Manager).
- This Temporary Card is identical in the appearance to the traditional Library Card with two (2) essential distinctions:

1) Temporary Cardholders must provide both their temporary and permanent addresses. With the exception of shelter residents, the Library will not issue a card to a patron who does not have a permanent address.

2) The card issued will have an expiration date of one (1) month beyond the expiration date of the residency status. For example, a summer resident whose lease expires September 1<sup>st</sup> will be issued a card that expires October 1<sup>st</sup>

## Organizational Cards

- Cards of this type are available to organizations within the Catskill Central School District.
- To apply for an Organizational Card, a brief letter must be submitted on the organization's letterhead and a completed application form.
- The authorized person who signs the application form must show identification, and their name will be added to the record alongside the organization's name.

- The letter must expressly state that the organization will be responsible for all items borrowed with the card, up to and including replacement charges.
- Only one card will be issued to any organization.
- Organizational cards are valid for two years; the organization must re-apply to renew.
- The library is to be notified immediately:
  - 1) If the card is lost;
  - 2) If there is a change of address or telephone number for the organization; and
  - 3) Whenever the responsible party listed on the library account has changed.
- All Policies of the Catskill Public Library apply to the organizational borrower's card

## "Linked" Cards

- With mutual consent of the cardholder(s), library cards can be "linked" in our system.
- Presenting their personal card or showing the linked card, a patron may check out **on hold items** for any patrons they are linked to.
- Patrons may not use a linked patron's card as a computer login.

## Other Information

- LOST CARDS should be reported to the Library immediately. Patrons are responsible for any/all materials checked out prior to notifying the library of the loss,
- Patrons may not use another patron's card as a computer log-in,
- Patrons may not use another patron's card for checking out items unless they are "Linked" patrons as described above,
- If a parent or guardian's card is blocked, the block must be cleared prior to signing for a minor's card,
- With photo ID, minors or their Parent/Guardian can purchase a replacement card for \$1.00,
- Children under 18 must come to the Library with a parent or guardian to register for a Library card. With the parent or guardian present and proper ID:
  - Children younger than five and able to write their first and last name or
  - Children over five may obtain a library card
- Without proper ID, Library staff will not release a library card number (verbally or in writing),
- To safeguard Patron privacy when handling matters over the phone, Staff will ask for identifying patron information,
- Patrons should not assume that library Staff will recognize/remember them from a prior visit and should always have their card available.

**Resolution: Approved on November 21, 2018, by unanimous vote of the Board of Trustees of the Catskill Public Library**  
**Resolution: Amended on May 18, 2022, by unanimous vote of the Board of Trustees of the Catskill Public Library**