

LIBRARY CARD APPLICATION

Your first checkout is limited to two (2) items.

Last: _____ First: _____ Middle: _____

Date of Birth: _____ / _____ / _____

Local Address: _____

City/Town: _____ State: _____ Zip: _____

Mailing or Permanent address if different:

Street Address: _____

City/Town: _____ State: _____ Zip: _____

Mobile #: _____ - _____ - _____ Alternate #: _____ - _____ - _____

Email: _____

By providing my email address, I consent to the use of email as a form of communication with the Library and myself. I understand that the Library will not sell or release my personal information with others, and I may "opt out" at anytime.

I understand that I am responsible for the use of my library card,
as explained in the "Lending Rules and Regulations" and "Computer
Use in the Library" policies.

Signature: _____ Date: ____/____/____

Parent/Guardian Agreement:

I assume legal responsibility for my minor child's card by signing below.

Signature: _____ Date: ____/____/____

Print Parent/Guardian Name: _____

FOR STAFF USE ONLY:

Barcode:

Circle card type: Resident Resident Minor Temporary-Expiration Date: _____

APATID: _____ Entered by: _____

APATID = (ALL CAPS) 4 letters of last name + 1 letter of first name + 1 digit birth month + 2 digits for day of birth. October = O November = N December = D

LENDING RULES AND REGULATIONS

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. Except for 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 1st will be issued a card that expires October 1st

“Linked” Cards

- With mutual consent of the cardholder(s), library cards can be “linked” in our system.
- Presenting their 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 before 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 before 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.

COMPUTER USE IN THE LIBRARY

The library staff is happy to assist Library Users (“Patrons”) if needed. The Catskill Public Library and Palenville Branch Library do not control information accessed through the Internet and cannot be held responsible for its quality or accuracy.

Before using computers, Patrons agree that they have read, understood, and will comply with the following:

Catskill: Patrons must use their Library Card Number and PIN to log on to an unoccupied computer terminal or sign up at the sign-in station. The use of another’s card is prohibited.

Palenville: Patrons must sign in at the computer sign-in sheet at the main desk before using computers.

Either Location: If a Patron does not have their card, they will receive a guest pass or, upon presenting proper ID, can purchase a replacement card for \$1.00. Staff will not release library card numbers.

Computers that have been designated for Children are for those under the age of 18. Parents, Guardians, or Caregivers (PGC), not Library staff, are responsible for monitoring the computer used by minors in their care. Children under the age of 18 must have a Library Card to use a Library Computer. As with other Library materials, restriction of a minor’s access to the internet is the responsibility of the PGC. PGC who wish to restrict a minor’s access to the Internet must accompany the minor during their use of the network. Any PGC may use a computer in the Children’s area when accompanied by a child/children in their care.

While using the library computers, please observe the following policies:

- Viewing sexually explicit images is prohibited and punishable under Local and State Laws.
- Computer access is blocked if a Patron owes \$10.00 or more in fines or fees.
- Keep voices low, and conversations to a minimum; others are studying and working.
- Do not stay in the Computer Center unless you have been assigned to a computer.
- Users will have a maximum of 120 minutes (2 hours) per day on the computers.
- Please wait for your turn near the Computer Center. If you are not in the area when your computer is available, it will be assigned to the next person waiting.
- Please be courteous to others when using cell phones.
- Computer areas are designed for one person but may be used quietly by two under some circumstances.
- Mandatory social distancing requirements may limit computer availability.
- We reserve the right to ask people to leave the area if other users are being disturbed.
- Tampering with library hardware or software will not be tolerated.
- Failure to observe these guidelines may result in eviction from the library and suspension of computer use privileges. Authorities will be notified in the event of illicit or illegal activities.