

Lending Rules and Regulations (was Library Card Policy)

Library Cards

- A Library Card is required to borrow items from the Catskill Public Library and the Palenville Branch Library.
- All residents in the Mid-Hudson Library System service area 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 other 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 the age of 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 a maximum of three (3) months.
- Temporary Cardholders can borrow up to four (4) items at a time.
- 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.
- If a patron is unable to meet the legal name, residential address or photo identification requirements for reasons such as security, or physical reasons, an exception may be made on an individual basis by the Library Director, Senior Desk Clerk, Senior Librarian Staff and the Branch Manager.
- 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) important distinctions:
 - 1) Except as noted above regarding sheltered residents, a Temporary Cardholder must provide both their temporary address and permanent address. The Library will not issue a card to a patron who does not provide 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

Organizational Cards

- Cards of this type are available to organizations located within the Catskill Central School District.
- To apply for an Organizational Card, a brief letter must be submitted on the organization's letterhead along with a completed application form.
- The authorized person who signs the application form must show identification, and his or her name will be added to the record alongside the name of the organization.
- 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.
- 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 that they are linked to.
- Patrons may not use a linked patron's card as a computer log-in.

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, with the exception of "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,
- Minors can purchase a replacement card with a photo ID for \$1.00. Otherwise, the Parent/Guardian must be present with proper ID,
- Children under the age of 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, any child 5 years and older may obtain a library card, younger if the child is able to write their first and last name,
- 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 ID and quiz the patron prior to releasing library card 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
Resolution: Amended on February 15, 2023 by unanimous vote of the Board of Trustees of the Catskill Public Library