

Lending Rules and Regulations (was Library Card Policy)

A Library Card is required to borrow items from the Catskill Public Library and the Palenville Branch Library. Library Cards may be used to borrow materials at any associated library in the Mid-Hudson Library System service area, which covers five counties: Columbia County, Dutchess County, Greene County, Putnam County, and Ulster County. *Additional digital collections and services may be restricted to patrons of individual library service areas.*

Use of a Library Card is restricted to the individual to whom the Library Card was issued. Patrons may not use another patron's Library Card as a computer login or to check out items except as detailed under the "**Linked**" Cards section below. Patrons should not assume that library staff will recognize/remember them from a prior visit and should always have their cards available. A photo ID may be used instead of a Library Card when accessing patron records at a library circulation desk.

The following general statements apply to all Library Cards unless otherwise stated:

- There is no initial fee for the initial Library Card issued. There is a \$1.00 processing fee for replacement Library Cards.
- Library Cards are valid for three (3) years. Library Cardholders must verify residency and contact information to renew their Cards.
- LOST Cards should be reported to library staff immediately. Patrons are responsible for any/all materials checked out before notifying the library of the loss.
- To safeguard patron privacy when handling matters over the phone, staff will ask for personal information to confirm patron identity before releasing Library Card information such as overdue items and status of holds.
- Library staff will not verbally or in writing release a library card number.

Library Card Eligibility

Any individual who resides in the Catskill Central School District is eligible for a Catskill Public Library or Palenville Branch Library Card. Residents outside our service area but within the Mid-Hudson Library System (MHLS) service area can obtain a card for use in our facilities registered to their local library.

Residents outside the Mid-Hudson Library System service area cannot obtain a Library Card. Still, they may use all Library resources in our Libraries during regular hours and may qualify for a Temporary Card (see the **Temporary Cards** section below).

Adults

A Library Card Application must be submitted in person at a Catskill Public Library or Palenville Branch Library circulation desk to obtain a Library Card. Library Card Applications are located at

all Catskill Public Library and Palenville Branch Library circulation desks and on the Catskill Public Library website.

A photo ID and proof of current address must be provided upon application submission. If the photo ID does not include a current address, a utility bill, lease, or other official item with the local address may be submitted. *Scanned, emailed, or other digital copies of official items and IDs may be accepted at the discretion of the Library Director, Senior Desk Clerk, Senior Librarian Staff, and Branch Manager.*

By signing the Library Card Application, the patron accepts that they will be responsible for all materials signed out on their Library Card and any assessed fines and fees for late, damaged, or missing items.

Minors

Any minor age five and older may obtain a Library Card. Please see the **“Child and Vulnerable Adult Policy”** for more information about minors in the Library.

Minors ages 5 to 9 must have a Parent, Guardian, or Caregiver (PGC) age 18 or older present with proper ID to submit a Library Card Application. The Library Card Application must be signed by a PGC, who will be added to the minor’s patron account as their ‘Guardian.’

Minors ages 10-17 must have a Library Card Application signed by a Parent, Guardian, or Caregiver (PGC) age 18 or older, who will be added to the minor’s patron account as their ‘Guardian.’ Library Card Application and proof of residence (as indicated in the **“Adults”** section) may be submitted without a PGC present. Library staff will attempt to contact PGC over the phone to verify Library Card Application details. If details cannot be verified over the phone, PGC must visit the Library to finish the Card Application process, or the minor’s Library Card will be temporarily blocked.

- Teenaged patrons may submit their school photo ID, working papers, or driver’s permits as proof of residency instead of Parent, Guardian, or Caregiver (PGC) proof of residency.
- Minors ages 15 and older may submit a Library Card Application without including PGC at the discretion of the Library Director to apply for a Temporary Card (please see **“Temporary Cards”** section).
- Listed PGC and *only* listed PGC of minors ages 5-9 may be given information about items due, overdue, and fees/fines owed.
- Listed PGC and *only* listed PGC of minors ages 10-17 may be given information about overdue materials only upon presentation of the minor’s Library Card, printed overdue notice, or verbal permission from the minor child.
- By signing the minor’s Library Card Application, the PGC accepts that they will be responsible for all materials signed out on the minor’s Library Card and any resulting fines and fees for late, damaged, or missing items.

Temporary Cards:

Catskill Central School District (CCSD) residents who cannot provide proof of residency, residents of the Mid-Hudson Library System service area outside of the CCSD, and residents outside of the Mid-Hudson Library System service area may be eligible for a Temporary Card.

- Temporary Cards are valid for up to three (3) months.
- Temporary Cardholders may borrow up to four (4) items at a time.
- Temporary Cards are identical in appearance to the traditional Library Card with two (2) essential distinctions:

1) Except as noted below regarding sheltered residents, a Temporary Cardholder must provide their temporary and permanent addresses. The Library will not issue a card to a patron who does not give 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.

The following individuals are eligible for Temporary Cards:

- Individuals living in a Shelter or County residence within the Catskill Central School District (CCSD). A letter from the Shelter/County will serve as proof of residency.
- Individuals who temporarily reside in the CCSD (e.g., summer residents) and whose permanent residence is not within the Mid-Hudson Library System service area. Such individuals must live within the CCSD for at least two (2) months (or less at the discretion of the Director or Branch Manager).

Suppose an individual cannot meet the legal name, residential address, or photo identification requirements for reasons such as security or physical causes. In that case, an exception may be made on an individual basis by the Library Director, Senior Desk Clerk, Senior Librarian Staff, and the Branch Manager.

Organizational Cards

Organizations such as schools and daycares within the Catskill Central School District may obtain a shared Library Card for use by several of their staff members or residents/clients.

To apply for an Organizational Card, the following steps must be followed:

- A brief letter and a completed Library Card Application Form must be submitted on the organization's letterhead.

- The authorized person who signs the Library Card 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 on the card, up to and including replacement charges.

Only one card will be issued to any organization. Organizational cards are valid for two (2) years; the organization must re-apply to renew. All Policies of the Catskill Public Library apply to the organizational borrower's card.

"Linked" Cards

With the 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 only check out "**on-hold items**" for those they are linked to.

"Linking" Library Cards *does not* give patrons the right to access protected patron information such as, but not limited to, current or prior checked-out items, processing or prior hold requests, and contact information.

Online Registration

Individuals may apply for a Library Card online through our library website or the Mid-Hudson Library System website.

The following conditions apply to Online Library Card registrations:

- Library Cards issued through online registration provide access to digital resources such as Overdrive materials and databases.
- Library Cards issued through online registration must be verified in person within thirty (30) days of registration.
- Individuals must provide a photo ID and proof of residence (as indicated above) to obtain a permanent Library Card.
- Once the permanent Library Card is obtained, the patron can fully access physical and digital library resources.

Resolution: Approved on November 21, 2018 by unanimous vote by the Board of the Catskill Public Library

Resolution: Amended on May 18, 2022 by the Board of Trustees of the Catskill Public Library

Resolution: Amended on February 15, 2023 by the Board of Trustees of the Catskill Public Library

Resolution: Amended on April 19, 2023 by the Board of Trustees of the Catskill Public Library