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LENDING POLICY

Library Card Terms and Conditions General Policy Statements

Any person who lives, works, attends school or pays property taxes in New Paltz, New York is eligible to receive an Elting Memorial Library card free of charge. An Elting Memorial Library card is non-transferrable and can only be used by the person whose name appears on the card.

Each person is entitled to one Elting Memorial Library card. The Library will merge or delete the records of any user with multiple active Elting Memorial Library cards. Cards expire every three years and are renewed by confirming/ updating patron account information.

Any organization that operates in New Paltz, New York is eligible to apply for an Elting Memorial Library Organizational Borrower's card free of charge and valid for one year.

All materials borrowed must be returned on or before the due date. The Library offers universal returns – most circulating material can be returned to any Mid- Hudson Library System Member Library with locations throughout Ulster, Greene, Columbia, Dutchess, and Putnam Counties. Likewise, pickup of holds and payment of fees may take place at any Library location with the exceptions.

The Elting Memorial Library is a fine-free library. Fees are collected for billed items. A patron will receive an overdue notice two-weeks after their items were due back at the library. After a four-weeks past the due date a bill will be generated for the replacement cost of the item(s). Use of the library card will be suspended until the items are returned or the bill paid.

Cardholders are responsible for all materials borrowed on their card, all uses of the card and all charges made against it, until the card is reported lost to the Library.

Eligibility Requirements

When applying for an Elting Memorial Library card in person, or providing proof of their identity to validate a card received in the mail or online, applicants must show proof that they live, work, attend school, or pay property taxes in New Paltz.

To apply for a card: You must present a valid photo ID and at least one Additional Proof of residency/property ownership/school enrollment/ employment.

Valid photo ID: adults and/or young adults may provide one of the following valid New York State identifications:

- Current driver's license
- Current photo learner's permit
- Current non-driver's identification

Additional Proof: adults and/or young adults of residency/property ownership/ school enrollment/employment.

- Current lease
- Current paid tax bill (any tax bills of identity must be dated no more than 2 months prior to the application date)
- Current school ID
- Current voter registration card
- Valid ID from Ulster County Social Services

Young Adults (ages 13-17) can show the same ID as adults. Alternatively, young adults may present one of the following, provided name and address are included in the documentation:

- Current school photo ID
- Current report or program card

- Working papers

If the above documentation is not available, any two of the following forms of identification are acceptable for adults and/or young adults, provided one shows a photo and name and/or signature and the other the applicant's current address:

- Current SUNY New Paltz photo ID card
- Current employee photo ID card
- Current Armed Services ID card
- Alien Registration photo ID card
- Matricula Consular (Mexican CID)
- Current passport
- Medicare/Medicaid card
- Social Security card
- Birth certificate
- Professional, vocational or union photo ID
- Statement from a homeless shelter/approved local agencies/personal sponsor
- Bank statement
- Cable, phone or utility bill
- Any piece of mail delivered by the US Post Office

Children ages 0-12 must have their application completed and signed by a parent or guardian, who can provide the above identification/address validation on the child's behalf.

The library does not restrict materials checked out by young adult or juvenile borrowers.

Identification Notes:

- Post office boxes are not accepted as mailing addresses. Proof of residence is required.
- Any statements from a homeless shelter used for verification of identity must be dated no more than two months prior to the application date.
- The name and address provided to verify your identification must match the information entered on the application.
- Cardholders are required to report change of name or address information promptly.

Digital Library Cards

Individuals can apply for a digital card. A digital library card provides access to a host of digital resources. A digital library card is valid for one month from the date of activation. Applicants must visit the library to validate their patron record and pick up a physical library card in person. If this step is not completed, the digital card will be deleted.

Young Adult Borrowers

Young adults who are age 13 through 17:

- have access to almost all the same library materials as Adult borrowers.
- need a parent or guardian to complete a [Library of Things Agreement](#) to borrow from this collection.

Parents/guardians of teenagers between the ages of 13 and 17:

- 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/guardians.

Juvenile Borrowers

- Children may be present to receive their library cards, but their presence is not required.
- A children's application form must be signed by a parent or guardian. If a parent/guardian is not present, the library card application must be taken home for completion and signature. 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.

Organizational Borrowers

- Cards of this type are available to organizations located in the Town of New Paltz.
- In order to receive an organizational borrower's card, a brief letter of request on organizational letterhead must be submitted along with a completed library card application. The organization's authorized person must sign the application and show identification and their name will be added to the patron record alongside the name of the organization.
- Only one card will be issued to any organization. The organization will be responsible for all materials borrowed.
- If the organization has a change of address or phone number, or the card is lost, the library must be notified immediately.
- All regulations of the Elting Memorial Library apply to the organizational

borrower's card.

- Organizational cards are valid for one year.

Non-Resident Library Cards

Persons that do not live, own property, attend school, or work in the Town of New Paltz may acquire a Non-Resident library card. There are three types of Non-Resident library cards, Free Non-Resident, Paid Non-Resident, and Visitor. These cards have limitations regarding what services, resources, and collections may be accessed.

Elting Memorial Library will honor Non-Resident library cards from other Mid- Hudson Library System libraries.

Free Non-Resident Borrowers

- Persons that do not reside, own property, attend school or work in the Town of New Paltz can be issued a Non - Resident Library card. This card allows the patron to use the Elting Memorial Library with the following limitations:
 - Access only to the Elting Memorial Library's collection
 - No access to the Mid-Hudson Library System (MHLS) libraries
 - No access to streaming services
 - No access to museum pass program
 - Non-Resident cards are valid for three-years

Paid Non-Resident Borrowers

- Persons that do not reside, own property, attend school or work in the Town of New Paltz can be issued a Non - Resident Library card for \$25 annually. This card allows the patron to use the Elting Memorial Library.

The following limitations are placed on non - resident cards:

- Access only to the Elting Memorial Library's collection
- No access to the Mid-Hudson Library System (MHLS) libraries
- Access to streaming services
- No access to museum pass program
- Non-Resident cards are valid for one-year

Paid Visitor Borrowers

- Access only to the Elting Memorial Library's collection.
- No access to the Mid-Hudson Library System (MHLS) libraries
- Access to streaming services.
- No access to museum pass program
- In order to qualify for a Visitor library card applicants must present photo ID and proof of address (i.e. passport and utility bill) for their locality.
- The cost of a Visitor Library card is \$15/three-month period.

Lending Rules

When a patron borrows an item from the library, they will be offered a receipt with the due dates. Patrons can also review their records online at eltinglibrary.org. Patrons may refer to these general lending rules:

- **Books** may be checked out for up to three-weeks and may be renewed up to two times. If a book is on a waiting list, the next person on the waiting list will get the book at the end of the three-weeks and you may not renew it.
- **Reference books** may never be checked out. You may only use them within the library.
- **Audiobooks** on CD may be checked out for up to three-weeks and may be

renewed up to two times. Downloadable audiobooks may not be renewed. See [downloadable audiobook page](#) for details on checking out downloadable audiobooks.

- **DVDs** may be checked out for up to one-week and may be renewed twice.
- **Audio CDs** may be checked out for up to one-week and may be renewed up to two times.
- **Magazines**, excluding the most current issue, may be checked out for one-week and renewed twice. Digital magazines are available to download, for details visit: [https://mhls.overdrive.com/collections/ featured/4](https://mhls.overdrive.com/collections/featured/4).
- Library of Things items may be borrowed for up to one-week and maybe renewed if no one is waiting for that item. These materials may not be sent using the Mid-Hudson Library System interlibrary loan system. Items must be picked up and returned inside the Elting Memorial Library. A [user agreement](#) must be completed by the patron or parent/guardian prior to borrowing items.

Renewing or Validating Your Library Card

- All adult, teen, and child library cards for cardholders in the Mid-Hudson Library System (MHLS) expire and must be renewed every three-years.
- Expired cards must be renewed/validated before they can be used to borrow materials, download content or use the online resources, or access library computers.
- If you still have your card at the date of its expiration and you wish to renew it, there is no need to apply for a new card.
- Identification must be presented to renew or validate your library card. Additional required information may be requested by the library as needed.
- Non-residence cards expire at shorter intervals, require similar

- identification and must be renewed in person.
- Organization cards expire after one-year.

Hold Pickup Authorization

Patrons who would like to authorize another Elting Memorial Library cardholder (e.g. a spouse or caretaker) to collect requested items can contact the library to arrange. The person retrieving the hold(s) should have the physical library card for the account with them with picking up the hold - if they only have a library card number, they must present photo ID.

Lost and Replacement Library Cards

When people register for an Elting Memorial Library card, they accept responsibility for all items on their card, all use made of the card and all charges made against it until that card is reported lost. The library must have a record of a card having been reported lost, or it is not considered lost.

The cost of replacing a lost or stolen library card is \$3.00. This fee is assessed at the time the card is reported lost. Report lost cards by phone, email or in person.

Library Notices

The Elting Memorial Library provides a notification service for held items, overdue materials and other service-specific reasons. Notices are available via telephone or email and the method by which you receive them is chosen at the time you apply for a card. Additionally, notices and bills for lost material will be sent to the mailing address on record at the library. Cardholders are required to select a notice preference and to provide a valid telephone number or email address on their account. Additionally, it is the responsibility of the borrower to notify the library if any of their contact information

changes.

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

Notices are sent:

- overdue notices are sent two-weeks after due date
- billed notices are sent after four-weeks past the due date for the replacement cost of the item(s).

Adopted: Thursday, April 28, 2022