Heermance Memorial Library
Library Card and Borrowing Policy

The Heermance Memorial Library is a member of the Mid Hudson Library System, which serves the public libraries of Columbia, Dutchess, Greene, Putnam and Ulster counties. The Heermance Memorial Library issues library cards, renewable after three years that may be used in any library within the Mid-Hudson Library System. All borrowers must have a valid Mid Hudson Library System library card to borrow library materials from the Heermance Memorial Library

To obtain a library card:

Applicants, age fifteen (15) and over, must complete a Library Card Registration Form and provide identification with proof of address.

- A driver's license or picture ID is preferred, however, any other official ID or recent non-personal piece of mail or school ID may be acceptable. If appropriate identification is not available, a temporary card will be issued that expires in three weeks from the date of application. A temporary card will allow the patron to borrow 2 items from the library's collection. A note will be made on the patron's account that ID is still required to fully activate the card.
- By signing the registration form, the patron is indicating that they will be responsible for all materials signed out by their library card and any resulting late fees or fees for damaged items.

Applicants under the age of fifteen (15) need to be accompanied by a parent, grandparent or legal guardian who can provide identification with proof of address.

- This adult will need to cosign the Registration Form and sign a *Library Card Parental Agreement Form*.
- The library will accept the signed registration form and signed Parental Agreement Form without a parent present, if a teacher, organizing a class trip to the library, returns the signed forms.
- By signing the Registration Form and the *Library Card Parental Agreement Form*, the parent, grandparent and/or legal guardian accepts responsibility for selection and care of all materials signed out by the child's library card and any resulting late fees or fees for damaged items.

Library Card Procedures

- All library cards expire after three years. In order to renew a library card, patrons must clear all outstanding fines and bills.
- If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. There is a $1.00 fee for a replacement card.
- All patrons, adult and children, are encouraged to bring their library cards with them if they intend to check out items. If a library card is not presented staff may ask for proof of identification.

Circulation

- Materials cannot be checked out until a library card is issued.
- The Library staff and trustees are charged with the responsibility of providing free and equal access to Library materials and services to all eligible people.
- In accordance with the American Library Association's statement "Free Access to Libraries for Minors" the library maintains that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Moreover, it is impossible for the library to know or predict the opinions of parents and guardians regarding the specific borrowing selections made by minor children. It is the policy of the Heermance Memorial Library that parents or guardians, not the Library staff or trustees, are responsible for monitoring and approving the selection of materials made by minor children. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children. The Library staff and trustees cannot and do not act *in loco parentis*.
- Patrons with fines and fees of $10.00 or more are not allowed to check out library materials or to place holds on library materials in the Mid Hudson Library System catalog.
- Anyone, adult or child, with a current library card, with fines and fees less than $10.00, can go online and reserve materials located in any library in the Mid Hudson System. The patron will be notified when the material is ready for pickup at the Heermance Memorial Library and the item will be held for 7 business days after notification.
- A current library card also allows patron access to numerous databases available through the library website at www.hml.lib.ny.us

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Loan periods and fines
Books/Magazines
3 week loan period
$.10 per day late fee

Books on Audio cassettes, CDs and Playaways~
3 week loan period
$.10 per day late fee

Music CDs
1 week loan period
$.10 per day late fee

Video Tapes
3 week loan period
$.10 per day late fee

DVDs
1 week loan period
$1.00 per day late fee

- The maximum fine on any single item is $5.00.
- Items without additional holds (reserves)can be renewed once by contacting the library or accessing your online account.
- The director may establish a different loan period for special collections or materials that are temporarily in great demand.
- Overdue notices and bills relating to lost items will be sent by mail or email.
- The Library may occasionally make phone calls in an attempt to recover overdue or billed items.

Damaged Materials

- If materials are damaged and judged by the library director as unsuitable for the collection, the patron must pay the replacement cost. This rule does not apply to older items that are deemed by the library director to be damaged due to normal wear and tear. A notice of these charges will be sent to the borrower.

Adopted by the Board of Trustees of The Heermance Memorial Library May 20, 2010

Heermance Memorial Library
1 Ely St
Coxsackie, NY 12051

Heermance Memorial Library
Library Card Parental Agreement

- As the parent or legal guardian of the child named below, I have read and agree to the Library Card and Borrowing Policy of the Heermance Memorial Library.

- I agree to accompany my child under the age of eight to the library or to make sure that he or she is in the company of a responsible adult or teen over the age of 12.

- I understand that my child may access and/or borrow **any library resource** with his/her library card and have the ability to request materials from other libraries in the Mid Hudson Library system.

- I understand that it is the policy of the Heermance Memorial Library that parents or guardians, not the Library staff or trustees, are responsible for monitoring and approving the selection of materials made by minor children.

- I understand that some library materials may not be appropriate for some children and as the undersigned parent or guardian I expressly assume all responsibility for the selection and use of library materials for my child.

- I understand that it is my responsibility to restrict my child from borrowing materials that I deem not appropriate for my child. The Library staff and trustees cannot and do not act *in loco parentis*.

- I agree to reimburse the Heermance Memorial Library for any loss or damage to materials borrowed with my child's library card.

Child _____

Parent or Guardian_____

Signature _____Date _____