

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 sign the Library Card Registration Form
- The library will accept the signed Library Card Registration Form without a parent present, if a teacher returns the signed forms.
- By signing the Library Card Registration 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 replacement fees over \$10 or return lost items.
- If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement.
- All patrons, adults 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/or replacement fees totalling \$10 or more stemming from lost items 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.

Loan periods and fines

Books

3 week loan period

\$.10 per day late fee

Magazines

1 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

DVDs

1 week loan period

\$.50 per day late fee

- Items without additional holds (reserves) are automatically renewed twice. Items may be renewed manually by accessing your online account. If a patron requests a third renewal, they must contact the Heermance Memorial Library to verify renewal of materials from our library or other libraries.
- 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, email, or automated phone call.
- The Library may occasionally make phone calls in an attempt to recover overdue or billed items.
- While late fees will no longer be assessed on items in the Heermance Memorial Library collection, patrons may be assessed late fees for items requested from other Mid-Hudson libraries.
- Late fees assessed by other libraries in the system may be forwarded to the originating library regardless of the amount. (Some examples include: fax fees, copy fees, fee for missing barcode, fee for missing case.)
 - Collection Agency Fees from late fines assessed by other libraries must be paid in full-no partial payments.
- Heermance Memorial Library staff may not waive fines on items checked out at other libraries.
- Late fees will still be assessed on items not detailed above, including museum passes, storytime kits, and inter-library loan books.

Replacement Fees

Borrowers are responsible for returning or renewing the items they check out by the due date. If they do not, the item will be labeled as overdue and the patron will be notified. Items are declared lost after they have been overdue for 30 days and a replacement fee equal to the assessed value of the missing item will be charged to the patrons account.

- Replacement cost is set at the time of library purchase.
- Replacement fees will vary depending on the type of item that is lost.
- If patrons return the item, even after it has been declared lost, the Library will remove the replacement fee from their account.
- If patrons pay the replacement fee but later find and return the item within 90 days past its due date, they may receive a refund for the replacement fee from the Library.
- Borrowers will be assessed the replacement cost of any library materials checked out to them if those materials are intended for in-library use only and are not returned by the end of the designated loan period.
- Borrowing privileges will be suspended for cardholders with replacement fees totalling \$10 or more. This suspension only applies to borrowing physical materials. Patrons with blocks on physical material borrowing can still use their library cards to access electronic materials.

Damaged Materials

- Items checked-out from the Library must be returned with all parts included. Heermance Memorial Library items returned damaged or missing parts may be billed for their replacement cost.
- 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
Revised by the Board of Trustees of the Heermance Memorial Library January 21, 2016
Revised by the Board of Trustees of the Heermance Memorial Library February 22, 2018
Revised by the Board of Trustees of the Heermance Memorial Library February 16, 2022

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.