

# GREENVILLE PUBLIC LIBRARY

## Circulation Policy

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The Greenville Public Library is a member of the Mid Hudson Library System, which serves the public libraries of Columbia, Dutchess, Greene, Putnam and Ulster counties. The Greenville Public 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 Greenville Public Library.

### Obtaining a Library Card

If you're age fifteen (15) and over, and would like a library card, you must complete a Library Card Registration Form and provide identification with proof of address (such as a drivers license, picture ID, recent utility bill). You will have your library card on-the-spot and you may use it to check-out materials the same day. 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) needs 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. 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.

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, 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 will ask for proof of identification.

### Visitor's Card

A temporary library card will be issued for use in the Greenville Library Only upon payment of a twenty (\$20) dollar deposit, which shall be refunded upon surrender of the temporary card and return to the library of all items checked out on the card.

### 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 Greenville Public 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 the place of a parent.

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.

### **Books**

Books circulate for three weeks except short loan books. These books circulate for two weeks. Renewals are accepted by phone if no holds have been placed on the book. There is no limit to the number of books which may be checked out.

### **Periodicals**

Magazines may be kept for one week. They may be renewed by phone if there are no holds; one renewal.

### **Books on CD & Music CD's**

Circulate for three weeks and may be renewed if there are no holds.

### **DVD's**

Circulate for one week, and may be renewed if there are no holds. The amount of DVD's that may be checked out per card is limited to five.

### **Holds**

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. If you'd prefer, we would be happy to place the hold for you. Patrons will be notified when the material is ready for pickup at the Greenville Public Library and the item will be held for 7 business days after notification.

### **Renewals**

Items without additional holds (reserves) can be renewed twice by contacting the library or accessing your online account. The Library Director may waive this requirement when deemed necessary.

### **Fines / Damaged Materials**

Fines for materials are \$0.10 per day, except DVD's are \$0.50 per day, with a maximum of \$2.00

per item. Damaged item fees are charged at the discretion of the library. Full replacement value is charged for lost or seriously damaged items. A borrower may choose to purchase a replacement copy if approved by the Director. This must be identical to the original copy. A replacement copy must be in new condition. Refunds for lost and paid items: within three (3) months from payment at the discretion of the Library Director.

### **Overdues**

Patrons are notified twice by mail; one overdue notice, one bill. A patron, who has been billed, loses all library privileges including use of equipment, until materials are returned and fines paid.

### **Loss of Borrowing Privileges**

The Greenville Library reserves the right to suspend library card privileges at any time due to excessive fines and/or unreturned/damaged items. This right will be suspended and/or reinstated by the Library Director.

Approved by the Board of Trustees

Revised March 21, 2018