

## **Library Card and Borrowing Rules**

The Nyack Library has established the following rules regarding Library Cards, circulation of items, late fees, limits on items borrowed, loan periods for various items, late fines and fees.

### **Library Cards**

The Nyack Library card is available to all residents of the Nyack School District with a zip code of 10960. The card may be obtained in the following ways;

1. A resident may obtain a card in person at the Library Circulation Desk during library hours. All adults must bring a NYS Driver's License or another picture ID as well as proof of residence, such as a utility bill. The application will be completed that day and the resident can receive a temporary card if he/she wishes to use the Library that day. In any case, the card will be mailed within 7 days.
2. A resident may complete the online application through our website. An email will be sent to the Circulation Department who will complete the application and contact the resident asking that he/she bring in the proof of ID and residency as outlined above. The card will then be mailed to the patron within 7 days.
3. A non-resident, who lives somewhere outside of the Ramapo-Catskill Library System boundaries, but who works or goes to school in Nyack is eligible to apply for a Nyack Library card and may present the proof of ID and residency as outlined above along with a letter from the employer or school confirming that he or she works or goes to school.
4. If none of the conditions apply as outlined in items 1 through 3, a Nyack Library card may be purchased for a fee.

### **Borrowing Rules**

A library cardholder is considered a cardholder in good standing if there are fees and/or fines on the card of less than \$10. A cardholder in good standing may borrow any circulating item, may access any of our databases, stream any of our streaming items and download any ebook or eaudio. Library policy does not limit children under fourteen only to items in the children's and teen rooms. It is up to the parents to guide their children in this regard.

Certain limits apply. They are as follows:

1. Any patron may have no more than 50 items checked out at any one time.
2. Any patron may have no more than 12 holds at any one time.
3. Certain items within the collection also have limits on how many can be borrowed. They are listed below. In addition, temporary limits may be designated from time as school assignments or other considerations may warrant.

Items with a borrowing limit are:

Books on CD (Audiobooks)	6
Music CDs	10
Educational CD-ROMs	3
Multimedia Games	2
Movie DVDs	7
New DVDs	3
TV Series DVDs	7
Museum Passes	1 per family

**Circulation Rules**

Most items may be borrowed for 28 days with the following exceptions. Items with a 14 day lending period are new books and older magazines. Items that have a 7 day lending period are older DVDs both movies and TV series. New DVDs and Museum Passes may be borrowed for 3 days.

Most items, unless they have a hold placed on them, may be renewed up to two times.

Holds may be placed on an item through the online card catalogue, but patrons may call or come in person to request a hold with staff assistance.

All cardholders in good standing are able to visit and borrow materials from any other RCLS Library.

They may also request an out-of-system Interlibrary loan for items not currently owned by any RCLS library. Certain limits are placed on those loans as outlined by the Interlibrary loan policy.

Lost cards should be reported to the Circulation Staff and may be replaced for a fee of \$1.00. There is no limit to the number of replacement cards issued to a patron.

**Fines & Fees**

If a patron loses or damages an item while in their possession, they are responsible to report it to the library staff. If the item is damaged beyond repair, the patron will be charged list price for the item. When a single part of a multi-part item (for example, one disc out of a 10-disc audiobook), the patron will be charged for the entire set. If a case for a CD or a DVD is lost, the patron will be charged \$5.

If a patron does not return an item on time, it is automatically renewed up to two times. If the items are returned late after the second renewal, overdue fines are imposed as listed below. If a patron has \$10 or more in fines and fees on their card, it will be blocked until all or part of the amount is paid. A patron will be notified by the library directly if they have overdue items that have not been returned. If there is no response from the patron after a month, the matter is referred to a collection agency for resolution.

Overdue fines are as follows:

Item	Daily fine	Maximum fine
Adult books and audios	\$.10	\$10.00
Juvenile materials	\$.05	\$4.00
Outside of District Interlibrary Loans	\$.20	\$10.00
Magazines and Pamphlets	\$.10	\$4.00
DVDs and Multimedia Games	\$1.00	\$10.00
Museum Passes & eReader Tablets	\$10.00	\$50.00

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