

LIBRARY CARD AND BORROWING RULES

Library Cards

A library card may be obtained in the following ways;

1. A resident of the Nyack School District with a ZIP code of 10960 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 pass if they wish to use the Library that day. The permanent card will be mailed within 7 days.
2. A resident of the Nyack School District with a ZIP code of 10960 may complete the online application through our website. An email will be sent to the Circulation Department who will contact the resident asking that they 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 is enrolled at school in Nyack is eligible to apply for a Nyack Library card. They may present the proof of ID and residency as outlined above along with a letter from the employer or school.
4. If none of these conditions apply, a Nyack Library card may be purchased for a fee.

Lost cards should be reported to the Circulation Staff and may be replaced for a fee of \$1.00 for adults and \$.50 for children.

Borrowing Rules

A cardholder in good standing may borrow any circulating item, access any of our databases, stream any of our streaming items, and download any ebook or eaudio. A library cardholder is NOT considered in good standing if the card has: \$10 in fines, OR 10 or more overdue items, OR any "long overdue" (30 days) items. After 90 days, an item is considered lost and a replacement charge will be levied. Borrowing privileges will be restored when outstanding charges have been paid, including the return of any overdue item, and payment for any lost items.

Library policy does not limit children under fourteen to only items in the children's and teen rooms. It is up to the parents to guide their children in this regard.

Certain limits apply:

1. No patron may have more than 50 items checked out at any one time.
2. No patron may have more than 30 holds at any one time.
3. In some cases, there are limits on how many items of a certain format may be borrowed at the same time. In addition, temporary limits may be designated as needed such as when school assignments or other considerations warrant limitations.
4. Passes for the Natural History Museum may only be checked out two times per household per year.

Certain items have a borrowing limit:

Books on CD (Audiobooks)	6
Music CDs	10
Video Games	2
Movie DVDs	7
New DVDs	3
TV Series DVDs	7
Museum Passes	1 per patron

Circulation Rules

Most items may be borrowed for 28 days with the following exceptions.

- 14 day lending period: New books, older magazines, kindles, and video games
- 7-day lending period: Older DVDs, both movies and TV series, and hotspots
- 3-day lending period: New DVDs and museum passes

Most items, unless they have a hold placed on them, may be renewed up to two times. Renewals are automatically applied and the borrower is notified via email.

Holds may be placed on an item through the online card catalogue, or 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. Materials borrowed via RCLS or ILL services may still be subject to fines.

Fines & Fees

Nyack Library does not charge fines for most overdue materials; replacement costs for non-returned or damaged items will be charged to the patron's account. The library does not accept direct replacement of any items. Other libraries may charge an additional processing fee.

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 is damaged (for example, one disc out of a 10-disc audiobook), the patron will be charged for the entire set. If the case for a CD, DVD, or video game 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 unless it is on hold. If the items are returned late after the second renewal, overdue fines are imposed as listed below. A patron will be notified by the library directly if they have overdue items that have not been returned.

The following is a general guideline for fines on items owned by the Nyack Library and is subject to change:

Item	Daily fine	Maximum fine
Books	Fine free	N/A
CD, DVDs	Fine free	N/A
Magazines	Fine free	N/A
Outside of RCLS Interlibrary Loans	\$2.00	\$20.00
Video Games	\$1.00	\$10.00
Museum Passes, eReader Tablets & Hotspots	\$10.00	\$50.00

Materials borrowed via RCLS or ILL services may still be subject to fines.

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