

# Lending Rules & Procedures

## Library Cards

- A Library card is required to borrow items from the Millbrook Library. We allow a one-time courtesy checkout without a Library card, as long as a photo ID is provided.
- All residents in the Mid-Hudson Library System services are eligible for a Library card. To obtain a card at the Millbrook Library, a photo ID and proof of current address must be provided. If the photo ID does not have the current address, a utility bill, lease, or other official item with the local address can be accepted.
- Residents of areas outside of the Mid-Hudson Library System cannot obtain a Library card, but may use all Library resources in the Library during regular hours.
- Children under the age of 18 must come to the Library with a parent or guardian to register for a Library card.
- Replacement Library cards are offered for a \$3.00 replacement charge.

## Temporary Cards

- Individuals who are temporarily residing in Millbrook (e.g., summer residents, temporary employees of the Cary Institute) and whose permanent residences are not within the Mid-Hudson Library System, may be issued a temporary library card if they will reside in the Millbrook service area for at least two months (or less at the discretion of the Director). The temporary card is identical in appearance to the traditional library card with two important distinctions:
  - The patron must provide both their temporary address and a permanent address. The Library cannot issue a card to a patron who does not provide a permanent address.
  - The card issued will have an expiration date of one month beyond the expiration of their residency status. For example, a summer resident whose lease expires September 1, 2014 will be issued a card that expires October 1, 2014.
  - Patrons will be limited to checking out five items at a time.

## Organizational Cards

- Cards of this type are only available to organizations located in the Town of Washington.
- In order to receive an organizational borrower's card, a brief letter of request must be submitted on organizational letterhead along with a completed application form. The authorized person who signs the application form must show identification and his/her name will be added to the record alongside the name of the organization. The letter must expressly state that the organization will be responsible for all items borrowed on the card, up to and including replacement charges.
- Only one card will be issued to any organization.
- Organizational cards are valid for one year, after which a re-application process must be completed.
- If the card is lost, or the organization has a change of address or phone number, the library must be notified immediately.
- All regulations of the Millbrook Library apply to the organizational borrower's card.

#### Checkout Limits:

- Children's Room
  - Five Children's DVDs can be taken out at one time.
- Adult Collection:
  - Five DVD's can be taken out at one time.

#### Loan Periods:

- Books (including new books), audiobooks, and Music CDs may be checked out for **3 weeks**.
- DVDs owned by the Millbrook Library with more than 4 discs may be checked out for **2 weeks**.
- All other DVDs may be checked out for **1 week**.
- The most current magazine issues do not circulate. All other magazines can be checked out for **1 week**.
- E-books and digital audiobooks may be borrow through the OverDrive Digital Download System. Items may be borrowed for **7, 14, or 21 days** and will be automatically returned on the due date.

Refer to the receipt provided when checking out materials for a list of items and due dates. Individual Library records can be accessed online through the online catalog. Checkout periods are designed to maintain the Library's collections and provide equal access to all cardholders.

Items designated as Reference or Local History may not be removed from the Library, but can be used during regular Library hours.

#### Returning Items:

- Items may be returned to any Library in the Mid-Hudson Library System. Media with the label "Do not drop in the book drop" must be returned inside the Library.
- Items returned to the outdoor bookdrop after the Library closes will be back-dated to the previous day's date, as long as they are returned before the Library opens the following day.

#### Renewals:

All items that are not reserved by another patron may be renewed 2 times. Items can be renewed over the phone, in person or online.

#### Late & Lost Material:

Overdue fines will not be charged for items checked out at the Millbrook Library. Items that are checked out at another library and returned to Millbrook may accrue overdue fines if the other library is not fine free.

Items that are lost or damaged must be paid for by the borrower. The replacement cost for Library items includes an additional \$3 processing fee. Items are billed after they are four weeks overdue. Borrowers who return billed items in good condition will not be charged overdue fees.

Fees of \$10.00 or higher will result in the suspension of borrowing privileges at the Millbrook Library and at all other Mid-Hudson Library System Libraries. Borrowing privileges resume when the fees are under \$10.00.

#### System Holds:

- Members of the Millbrook Library are eligible for borrowing materials at all 67 Mid-Hudson Member Libraries. If an item is not available for checkout, a hold may be placed on the item. This can be done online, visiting the Library in person, or calling over the phone. When items are available, notifications will be made via email or a phone call.
- Patrons of the Millbrook Library will receive preference for requests on items owned by the Millbrook Library.
- Requested items will be held for 7 business days (Monday – Saturday) before being returned to the owning Library.

#### InterLibrary Loan:

- If a desired item is not available in the Mid-Hudson Library System, an InterLibrary Loan Request may be made.
- All patrons submitting InterLibrary Loan Requests must have a valid Mid-Hudson Library System Library Card with less than \$10.00 in fines.
- Items that cannot be requested through InterLibrary Loan include popular fiction titles and DVDs.
- The Library can only request items that cost more than \$25.
- The Millbrook Library cannot pay any fees associated with borrowing items for other libraries on behalf of Library patrons.
- To submit a request, fill out an InterLibrary Loan request form at the main desk.

#### Class Visits:

- Children visiting the Library during a scheduled elementary class visit are limited to borrowing 1 or 2 books per visit. The books checked out during a class visit will be due back on the date of the next class visit.
- If a book borrowed during a class visit is not returned on time, the child may not borrow more books until those are returned. Late fees on items borrowed during a class visit are waived at the discretion of the Youth Services Coordinator. All lost or damaged items are subject to replacement charges.

*Approved by The Millbrook Library Board of Trustees on June 17, 2014. Revised on February 17, 2015, July 24, 2018 & January 8, 2021.*