

NorthEast-Millerton Library Lending Rules and Procedures

Borrowers

In order to borrow any items from the NorthEast-Millerton Library, patrons must have a valid Mid-Hudson Library System Library Card.

In order to obtain a library card, patron must have an unexpired I.D. card with proof of current address. Patron may also use a piece of mail postmarked no further than two weeks prior to the current date.

Patrons under 18 years of age must have a consenting parent or guardian present in order to be issued a library card. By give consent for their child or dependent to obtain a library card, the parent or guardian agrees to take responsibility all items borrowed under, and any fines on their child's/dependent's card.

Materials cannot be borrowed until the library card is created.

Library cards expire every 3 years, at which time the patron must again show a valid ID. There is no limit to the amount of times a card can be renewed, as long they still reside in the Library's chartered service area. If the patron resides outside of the Library's chartered service area (and their home library is not the NorthEast-Millerton Library) renewal defers to the home library.

A patron that resides outside the Mid-Hudson Library System may also obtain a library card if they are willing to pay a \$25 yearly fee. The \$25 a year fee is based upon the current amount of taxes collected for the Library in our chartered service area and may increase without notice if the amount of taxes collected have increased. The patron should be made aware that this policy varies from Library to Library.

Patrons are responsible for all items check out on their card. They should never let another person use their card.

Temporary Cards

A visitor to the may receive a library card.

Lost Card

There is a \$1 replacement fee for lost cards.

Loan Periods

Books, audiobooks, magazines, playaways, and multimedia kits: 3 weeks
DVD and music CDs: 1 week

Long loan DVDs, board games, laptops and hotspots: 2 weeks

Current issues of magazines and reference material: cannot be borrowed

Items may be renewed if there are no holds present. Items may be renewed twice.

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The director may establish a special collection that loan periods do not coincide with the regular borrowing rules.

Limits

The Library limits the amount of DVDs that patrons can borrow from the Library at a time. The limit is four DVDs at a time and only two of those from the new shelf. This limit does not apply to DVDs that arrive through the delivery/holds process.

Fines

The NorthEast-Millerton Library is a fine free library, with the exception of equipment like laptops and hotspots.

Once fines have reached \$10 or more, the patron will not be able to borrow any more materials until it is paid down.

Damaged/Broken/Missing Items

If materials are damaged to the point to be judged by the Library as being unsuitable for the collection, the patron must pay the replacement cost. This rule does not apply to normal wear and tear of being circulated.

If a patron loses part or all of any material, they will be fined the cost of replacing the item. The Library may choose to only fine patron for the cost of the missing item (as in a missing disc from an audiobook) if it is possible.

The Library charges these fees, not to make a profit, but to cover the cost of making collection once again whole.

Holds

There is a limit of 50 holds that a patron may place through the online catalog.

If a patron has 10 or more items on the hold shelf and at least half are not picked up by their deadline, the patron will be fined \$0.25 per item. \$0.25 being the cost the library would normally pay per item to have them delivered. This cost may increase, with the cost of deliveries. The total fine will not be more than \$10.00.

Patron must receive one warning before this policy will be enforce, giving the patron an opportunity to correct their actions.

If that fine is not paid after one month, any remaining holds will be cancelled.

Claims Return

It is at the discretion of the Director when to use “claims return” for a patron.