

## **Cardholder Registration & Borrowing Policy**

In order to insure fair and equitable access to the materials and information in the Rye Free Reading Room's collection, the library's Board of Trustees establishes policies for patron registration, length of loan periods, renewals, reserves, fines, and fees. The library staff enact these policies through their established procedures.

### **CARDHOLDER REGISTRATION**

#### **1. CATEGORIES OF ELIGIBILITY**

- a. **RESIDENT CARDHOLDERS:** Persons who reside in the City of Rye are issued a library card at no charge upon presentation of acceptable proof of residency, in person, as described below.
- b. **NON-RESIDENTS CARDHOLDERS:** Persons who work or attend school in the City of Rye and who reside outside of the Westchester Library System service area are issued a library card, at no charge, upon presentation of acceptable identification and proof of employment or school attendance, in person, as described below.
- c. **TEMPORARY BORROWERS:** Persons who live, work or attend school outside the City, and who reside in the Westchester Library System service area, may be eligible for a library card from their home library; such persons are issued a temporary card, at no charge, upon presentation of acceptable identification and proof of employment or school attendance, in person, as described below. Temporary card registration information will be sent to the individual's home library for issuance of a permanent library card.
- d. **GUEST COMPUTER USERS:** Persons who reside outside the City and the Westchester Library System service area may be eligible to obtain a temporary guest card in order to use library computers. Guest computer users may not borrow materials from the library's collection.
- e. Persons who reside outside the City and the Westchester Library System service area may be eligible to obtain a library card directly from the Westchester Library System for a fee. Individuals who are interested in a non-resident card should contact the Westchester Library System directly.

## 2. ACCEPTABLE IDENTIFICATION

Applicants for a Rye Free Reading Room library card must show identification with a current address. This identification will be used by library staff in determining the category of eligibility and registering the cardholder in the Westchester Library System's catalog. The following are considered acceptable proofs of identification:

- a. A valid state-issued driver's license with current residential address; or, (2) a valid state-issued identification card with current residential address; or, (3) imprinted checks with current residential address; or, (4) telephone, utility, rent, or tax bills with current residential address.
- b. Applicants who work in the City, including au pairs, nannies and other domestic workers, must also show proof of current employment. Suitable proof of employment includes a signed, dated letter from the employer with the employer's address.
- c. Applicants who attend school in the City must also show proof of current school attendance. Suitable proof of school attendance includes a signed, dated letter from a school official, or current student identification card.
- d. For applicants under the age of twelve (12), the parent or legal guardian must be present with the applicant. For children using the library in the care of au pairs, nannies and other domestic workers, the library will mail a card to the child's home.

## 3. DUPLICATION OF LIBRARY ACCOUNTS

Users may not maintain multiple borrowing accounts or multiple library cards.

## 4. AGE RESTRICTIONS

- a. There is no minimum age to receive a library card.
- b. Patrons under the age of twelve (12) are registered as juveniles; patrons over the age of twelve (12) and under the age of eighteen (18) are registered as teens; patrons ages eighteen (18) or over are registered as adults

#### 5. LIBRARY CARD EXPIRATION & RENEWAL

Library cardholder privileges expire periodically and must be renewed. Current address and eligibility will be verified each time privileges are renewed

- a. Residents in good standing must have cards renewed every three (3) years.
- b. Non-residents in good standing must have cards renewed every one (1) year.
- c. Temporary cards are intended to allow the patron to use the library without first registering at their home library; they are not intended to replace a card from their home library. These cards expire in one (1) month and may not be renewed

#### 6. SUSPENSIONS

A patron will have his/her library privileges suspended if one or more of the following conditions exists:

- a. a patron owes more than \$ 50.00 in fines or replacement costs of materials; or
- b. a patron has more than three (3) claims returned at the same time; or
- c. mail sent to his/her home address is returned; or
- d. telephone number is disconnected; or
- e. another WLS library requests the suspension.

Library privileges will be restored when accounts have been settled.

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## BORROWING

### 1. RESPONSIBILITY

- a. In order to borrow library materials, a patron must present a valid library card or an acceptable alternative proof of identity at the time of check out.
- b. A patron may only borrow materials on his/her library card. A patron may borrow materials on his/her spouse's library card, provided prior consent has been obtained.
- c. A patron is responsible for all library materials checked out on his/her library card.

### 2. LOAN PERIODS

Loan periods and limits are designed to balance the individual user's needs against those of the community at large.

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|-------------------------------|---------|
| a. Adult Audiobooks           | 21 Days |
| b. Adult Books                | 21 Days |
| c. Adult DVDs                 | 7 Days  |
| d. Adult Magazines            | 7 Days  |
| e. Adult Music CDs            | 21 Days |
| f. Adult New Books            | 14 Days |
| g. Children's Audiobooks      | 21 Days |
| h. Children's Books           | 21 Days |
| i. Children's Holiday Books   | 14 Days |
| j. Children's Music CDs       | 21 Days |
| k. Children's DVDs            | 7 Days  |
| l. Children's Kits            | 21 Days |
| m. Children's Magazines       | 7 Days  |
| n. Children's MP3 Players     | 14 Days |
| o. Children's Playaway Tablet | 14 Days |
| p. Children's Playaway Views  | 14 Days |
| q. Children's Wonderbooks     | 21 Days |
| r. Express Books              | 14 Days |
| s. Express Audio-Visual       | 7 Days  |
| t. Laptop                     | 2 Hours |
| u. MP3                        | 14 Days |
| v. Mobile Hotspot             | 14 Days |

### 3. RENEWALS

All circulating items, except express books and express audio-visual materials, may be renewed once, unless the material is on hold for another patron. Items on hold may not be renewed; other items may be renewed in the library, by telephone, or via the Westchester Library System's online catalog.

### 4. RETURN OF ITEMS

- a. Items may be returned to any library in the Westchester Library System.
- b. Items returned in the Rye Free Reading Room bookdrop before the library opens for the day are considered returned the previous day.
- c. Playaway devices, Wonderbooks, mobile hotspots, and laptops must be returned to the service desk at which they were borrowed.

### 5. OVERDUE NOTICES<sup>†</sup>

In order to remind users that they have overdue items, two (2) notices will be sent out. Cardholders may elect to have notices sent via e-mail or via telephone notification. The library does not send any printed notices. The library does not send notices for overdue fines, other than when an item is assumed lost.

- a. The first notice is an overdue/reminder notice that is sent after items are fourteen (14) days late.
- b. The second notice is a bill for the value of missing items that is sent after the items are sixty (60) days late and assumed lost.

### 6. CLAIMS RETURNED

If a library user feels that he/she has returned an item and if that item is not on the shelf, then the user may claim the item returned with no penalty. If the user subsequently returns the item, then the applicable overdue fine will be charged.

### 7. RECIPROCAL BORROWING

The Rye Free Reading Room is a member of the Westchester Library System. Cards issued by the Rye Free Reading Room may be used in any Westchester Library System ("WLS") member library. Library cards issued by other WLS libraries may be used in the Rye Free Reading Room. Items borrowed from other libraries are subject to the lending library's loan periods and overdue fines.

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## 8. NON-CIRCULATING ITEMS

Items whose physical format is very susceptible to damage do not circulate. In addition, books that have been designated for reference use do not circulate. The Library Director or his/her designee may grant exceptions to this rule.

## 9. EQUIPMENT

The library does not accept any responsibility for damage caused to patrons' equipment (e.g. audio-visual playback devices) as a result of using borrowed media.

## 10. FINES AND FEES

- a. Overdue fines are assessed for items returned past their due date to encourage library users to return their materials by the designated return date so that they are available for other users.

a. Adult Audiobooks	\$.50/day, \$10 maximum
b. Adult Books	\$.25/day, \$10 maximum
c. Adult DVDs	\$1/day, \$10 maximum
d. Adult Magazines	\$.25/day, \$10 maximum
e. Adult Music CDs	\$.25/day, \$10 maximum
f. Children's Audiobooks	\$.25/day, \$10 maximum
g. Children's Books	\$.10/day, \$5 maximum
h. Children's DVD	\$1./day, \$10 maximum
i. Children's Kits	\$.10/day, \$5 maximum
j. Children's MP3 Players	\$.10/day, \$10 maximum
k. Children's Magazines	\$.25/day, \$5 Maximum
l. Children's Music CDs	\$.10/day, \$5 maximum
m. Children's Playaway Tablet	\$2/day, \$25 maximum
n. Children's Playaway View	\$2/day, \$25 maximum
o. Children's Wonderbooks	\$.10/day, \$5 maximum
p. Express Audio-Visual	\$1/day, \$10 Maximum
q. Express Books	\$.50/day, \$10 Maximum
r. Laptops	\$2/per hour, \$10 Maximum
s. Mobile hotspots	\$1/day, \$10 Maximum

- b. Lost or damaged items are assessed at their current, full replacement costs. If the item is returned to the library within six (6) months then a refund of the replacement cost will be made upon presentation of a receipt. The library does not accept replacement materials in lieu of lost items.
- c. New York State Education Law Section 265 provides for additional penalties.

- d. The Library Director or his/her designee has the option of waiving or reducing charges if it is determined that there are extenuating circumstances.

## 11. SPECIAL SERVICES

### a. RESERVES OR SYSTEM HOLDS

Library users may place a reserve or hold on circulating items within the Westchester Library System. Patrons may reserve these materials at any Westchester Library System library, by telephone, by e-mail, or via the library's online catalog.

### b. INTERLIBRARY LOAN REQUESTS<sup>†</sup>

- i. Library users may request that the library attempt to locate and borrow for their use a specific book or magazine article that is not available in the Westchester Library System. These Inter-Library Loan ("ILL") requests are subject to the policies and procedures of the Westchester Library System.
- ii. The circulation policies of the lending library will prevail. The lending library may charge a fee for its service which will be passed along to the cardholder. The lending library may limit the number of interlibrary loan requests that it will accept.

## 12. SPECIAL COLLECTIONS

The Rye Free Reading Room offers a variety of special collections to enhance learning and fun. These materials are often packaged as kits and may include a variety of books, audiovisual aids, and even nontraditional formats like scientific equipment, learning toys, and other specialty items. Most special collection items are available for checkout by anyone with a valid Westchester Library System card.

### a. Laptops

- i. Laptops may be checked out for use inside the library only by people who are registered for a library card from any of the member libraries of the Westchester Library System, or for those out of area visitors who register for a guest pass at the Rye Free Reading Room. All laptop users will be required to provide a valid photo id that will be held at the customer service desk.
  - ii. Library laptop users are subject to the library's Internet Use Policy.
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- iii. Library laptops are only for use within the library building, and must be returned to the customer service desk.
  - iv. Laptop users are responsible for any damage done to the device, as well as theft if the borrower leaves the device unattended.
  - v. Removal of a library laptop from the building incurs a fee of \$25 per day and suspension of all library borrowing privileges until it is returned. Failure to return a laptop constitutes theft and the library will pursue prosecution to the fullest extent of the law.
  - vi. Library laptops are shared devices. The borrower is responsible for signing out of all accounts and deleting all files/downloads before returning the laptop. Any apps the patron downloads onto the iPad will also be erased when the device is returned.
- b. Mobile Hotspots
- i. Mobile hotspots may be checked out for use only by individuals 18 or older who are registered for a library card from the Rye Free Reading Room
  - ii. Only one mobile hotspot may be checked out to a household at a time.
  - iii. Mobile hotspot users are responsible for any damage done to the device, as well as theft if the borrower leaves the device unattended.
- c. STEM Kits
- i. The library circulates a variety of science, technology, engineering, and mathematics (STEM) kits for a variety of ages.
  - ii. The lending period, borrowing policies, and fine and fee structures for STEM kits are indicated on each item and may be different than other items in our collection.
  - iii. Due to their fragile nature and potential for missing parts, STEM kits must be returned inside the Rye Free Reading Room.
  - iv. If borrowers lose an entire STEM kit, they will be charged the cost to replace the entire kit and its packaging. Borrowers will be charged the cost of replacing individual components of a STEM kit if they return one that is missing pieces or with broken pieces.
  - v. After returning, please note that it may take up to 24 hours for STEM Kit to be processed and checked in.
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d. Playaway Tablets

- i. Playaway tablets are preloaded with a selection of educational games that cover a wide variety of subjects for a wide variety of ages.
- ii. The lending period, borrowing policies, and fine and fee structures for Playaway Tablets are indicated on each item and may be different than other items in our collection.
- iii. Due to their fragile nature and potential for missing parts, tablets must be returned inside the Rye Free Reading Room.
- iv. If borrowers lose or break tablets, they will be charged the full cost of the item. Borrowers will be charged the cost of replacing individual components of a tablet if they return one that is missing pieces.
- v. A broken Playaway Launchpad may be reordered or replaced with a different title at the sole discretion of the Librarian.
- vi. After returning, please note that it may take up to 24 hours for STEM Kit to be processed and checked in.

Approved by the Board of Trustees, December 20, 2022.

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<sup>†</sup> The Rye Free Reading Room is a member of the Westchester Library System and, as such, some policies expressed in this document reflect current Westchester Library System policy and/or procedure.