

# PATTERSON LIBRARY

## BORROWING

### Library Cards:

Patterson Library borrowing cards will be issued free if you reside in or own property in Patterson, as well as to residents of Putnam, Dutchess, Columbia, Greene, and Ulster Counties. You may apply by providing proof of residency such as:

- A valid state-issued driver's license or identification card with current residential address; or,
- A valid temporary driver's license with current residential address; or,
- Imprinted checks with current residential address; or,
- Canceled mail postmarked within the last week; or,
- Telephone, utility, rent, or property tax bill.

For applicants under the age of 16, a parent, custodial caregiver, or legal guardian must be present with the applicant, accept responsibility for the use of the child's library card, and sign the registration form.

A library card, a photo ID with an address that matches the one in our system, or a smartphone with a scannable barcode must be presented each time materials are borrowed. The fee to replace a lost or damaged card is \$2.00.

People living out of the Mid-Hudson area may be issued a one-year library card, with proof of a permanent residential address, for a fee of \$35.00.

People living out of the Mid-Hudson area who work in the Town of Patterson may be issued a one-year library card, with proof of employment, at no charge. Seasonal Patterson employees may be issued a 3-month card, with proof of employment, at no charge.

### Organizational Borrower's Cards:

In order to receive an organization borrower's card, a brief letter of request must be submitted by the organization's individual location 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. The letter must expressly state that the organization will be responsible for all items borrowed on the card, up to and including replacement fees.

- Only one card will be issued to an organization
- Organizational Borrower 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, phone number, or name the library must be notified immediately
- All policies of the Patterson Library apply to the Organizational Borrower's Card

### Loan Periods:

- 1 Hour - Osmo Materials (For In-Library Use only)
- 3 Days - Museum Passes, Garden Tools, Cake Pans
- 1 Week – DVDs, Video Games, Blu-Rays, Mobile Hotspot
- 2 Weeks – Books on CD, Music CDs, Graphic Novels, New Books, Great Courses
- 4 Weeks – Books, Magazines (except for the newest issue)

Continued...

## **Renewals:**

- New Books, DVDs, Music CDs, Magazines, Books on CD, Garden Tools, Cake Pans, and Osmo Materials may be renewed once, if there is no reserve list.
- All other books may be renewed twice, if there is no reserve list
- Most items may be renewed by phone, in-person, or online
- Museum Passes and some materials owned by other libraries may not be renewed

***For a more complete list of loan periods and limits see Section 2.2 A***

## **Reserves:**

All library users may ask to be on a reserve list for an item, or may reserve their own materials online. All reserved items must be picked up within seven days of notification.

## **Fines and Fees:**

- The Patterson Library is Fine Free: any items you borrow here will not incur fines if they are returned late to this or any Mid-Hudson Library System library.
- Items borrowed at another library may incur fines; you may pay those fines here or at any Mid-Hudson Library System library. Some items require a deposit.
- Damaged item fees are charged at the discretion of the owning library.
- Full replacement value is charged for lost or seriously damaged items; brand new replacement materials may be accepted in lieu of payment.
- Refunds for lost and paid items owned by the Patterson Library are accepted up to 30 days from payment with original receipt.
- The library is not responsible for any damage to patrons' audio-visual or computer equipment, including, but not limited to DVD, Blu-Ray and CD players.

## **Loss of Borrowing Privileges:**

Mid-Hudson Library System libraries reserve the right to suspend individual or household library card privileges due to excessive: unpaid fines, unreturned items, replacement payments, and/or damaged items.