



LIBRARY CARD ELIGIBILITY AND USE POLICY

Mission

Livingston Manor Free Library is a vital center for the community where materials and services are provided for personal enrichment, enjoyment and educational needs. Community needs drive our services which are delivered in a welcoming and responsive manner.

District

The library serves the Livingston Manor Free Library District, which shares the same area as the Livingston Manor Central School District.

Card Eligibility and Application

All residents of the Livingston Manor Free Library District are eligible for a library card with no restrictions based on age or other parameters, as long as any prior library card account associated with a library in the Ramapo Catskill Library System (RCLS) contains a zero balance for fines and fees. Library cards for children will be issued when a child is accompanied by a parent or guardian meeting the above conditions.

Each cardholder is responsible for items checked out on his/her/their card. A signature is required on the application card, indicating assumption of responsibility for materials checked out. A parent or guardian must sign the application for a juvenile applicant.

To apply for a library card, you must have a valid photo identification with your current address located within the area served by the library (except when applying for an Easy Access Card, described below). If you have a post office box you must show a valid photo identification along with another item indicating your physical address (such as a recent piece of cancelled mail or a paper or digital bill that shows your name and current home address).

Easy Access Card

An Easy Access Card provides visitors of any age with the opportunity to borrow one physical item at a time and have access to digital media at no cost. Interlibrary borrows are not available

to Easy Access cardholders. Proof of ID is required. Proof of residence is not required. The Easy Access Card expires after three months; however, the cardholder can continue to renew the card as long as their account is in good standing. Youth must have adult guardian present to apply for an Easy Access Card.

One-Year Temporary Library Card

A Temporary Library Card is valid from one year of issue. Adult visitors (18+) who will be residing temporarily within the Library's service area and who do not permanently reside within any of the Ramapo Catskill Library System's (RCLS) forty-seven chartered library districts, in either served or unserved communities, may apply for a temporary card.

Individuals must present photo identification and proof of permanent residency outside of RCLS in order to receive a temporary card.

The card will be issued in the name of the patron paying the registration fee of \$50.00. Cash and checks are accepted; however, checks must clear prior to card issue. A refund of \$30.00 will be available when the cardholder returns all materials in original condition and surrenders the temporary library card.

A temporary card entitles the cardholder to borrow up to a maximum of *ten* items at a time. Direct access to items will only be available in the Livingston Manor Library, but holds may be placed on one item at a time from other RCLS libraries, to be delivered to the Livingston Manor Library. The cardholder must present his or her temporary library card to check out items.

Replacement Card, Expiration and Proxy

If a card is lost or stolen, report the issue to library staff as soon as possible. The card will be blocked to prevent anyone else from using it. The fee for a replacement card is \$2.00.

Cards must be renewed every four years. This may be done by phone if contact information has not changed, but must be in person if changes are to be made to the cardholder's record. Borrowing privileges are unavailable on non-renewed cards.

In order to protect patrons' privacy, only the person whose name is on a card may use that card, except when a proxy form has been signed by the cardholder and filed with the library. The proxy form indicates the name of a selected individual the cardholder has designated to check out items and pick up holds.

Approved by Livingston Manor Library Board of Trustees, May 8 2023