



## **Lending Policy**

### **Registration**

We issue bar coded library cards to residents of and property owners in the Town of Clinton. Children up to the age of 18 must have a parent or guardian sign the registration card acknowledging responsibility for any lost or damaged items. Acceptable forms of identification and proof of residency include official government IDs such as a driver's license; school ID card, a recent postmarked nonpersonal envelope such as a utility bill.

### **Circulation & Fines**

All library materials circulate free of charge. You may borrow items only during scheduled library days and hours. All materials should be returned inside the Library during business hours. Anything placed in the outdoor book drop after the Library has opened will be assumed returning the following business day.

DVDs are loans for 7 days. Fines are \$1.00 per day/ \$10.00 maximum.

All other materials are loaned for 21 days. Fines are 10¢ per day/ \$10.00 maximum.

Reference materials can be loaned at the discretion of the Library Director.

All fines should be paid when the material is returned. Fines will be calculated on overdue items left in the book drop and the amount will be added to your patrons accounting record. Patrons are responsible for the full replacement cost of lost or damaged items. Borrowing privileges will be suspended if total fines and fees due total more than \$10.00. Fines and fees may be paid online.

### **Renewals**

Any material that does not have a hold on it can be renewed once. Patrons may renew in person, online or by telephone.

### **System Holds**

Patrons can request library materials from any library in the Mid-Hudson Library System through our website or the Circulation Clerk will help a Patron in the Library or by telephone. Patrons will be notified by telephone or email when a hold becomes available. Items will be held for one week for pick-up.

Approved December 13, 2010