



## **Lending Policy**

### **Registration**

A library card must be presented when checking out materials according to Mid-Hudson Library System Resource Sharing rules and is needed to access online resources. Once a card has been issued, a library card holder may present a current driver's license or photo ID with current address in lieu of a library card. Library card numbers are required in order for staff to access patrons' accounts over the phone. Some services in the MHLS are library-specific and not available to patrons of all member libraries.

Any individual who resides in the Town of Clinton is eligible to receive a Clinton Community Library (CCL) card free of charge. CCL can also issue cards to other residents within the Mid-Hudson Library System. Patrons' home libraries will be assigned according to their home address. People who live in the MHLS service area but do not have a local library may also receive a CCL card. Those who live outside the MHLS area may receive a non-resident CCL card at the discretion of the Library Director or a designee.

When applying for a library card an applicant must show proof of residence. Adults need a valid government-issued photo identification with their current address, such as a driver's license. Alternatively, a photo ID along with a piece of mail addressed to the applicant and received at the current address will suffice. 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.

Use of the library card is non-transferrable and cardholders are responsible for all materials borrowed on their card, all use of the card, and all charges accrued.

Library cards expire after 3 years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

If a library card is lost, the patron should notify the library as soon as possible and request a replacement. There is no charge for a replacement.

### **Online Patron Registration**

Patrons may apply for a library card online through the CCL website, [clintoncommunitylibrary.org](http://clintoncommunitylibrary.org). Upon filling out the form on the website, they will receive immediate access to online resources databases. Online cards need to be verified according to Mid-Hudson Library System Resource Sharing rules or they will expire after 30 days. ID and proof of residence (as indicated above) can be either scanned and emailed or brought into the library. At that time a permanent library card will be issued and either held in the library or mailed to the patron. Once the permanent card is obtained, the patron will have full access to physical materials as well as online resources.

### **Circulation**

All library materials circulate free of charge. Items may be borrowed from and returned to any library in the Mid-Hudson Library System. All physical materials should be returned inside the library during business hours or placed in the outdoor book drop. Items returned through the outdoor book drop after the library has opened may not be checked in until the following business day.

All library material circulates for a set time designated by the library. Patrons will be made aware of the loan period by request and when material is borrowed. Reference materials can be loaned at the discretion of the Library Director. Overdue materials will be charged a fee based on the number of days that the material is overdue.

There is no limit on the number of items a patron can borrow at one time.

### **System Holds**

Patrons can request library materials from any library in the Mid-Hudson Library System through the CCL website, or the Circulation Clerk can help a patron do so in the library or by telephone. Patrons will be notified by telephone or email when material on hold becomes available. Items remain in “awaiting pickup” status for 7 business days (days that the library is open). After that time period, the item must be sent back to the owning library or moved on to the next hold.

### **Renewals**

Any material that does not have a hold on it can be renewed in person, by phone, or online in accordance with the policies of the Mid-Hudson Library System. Exceptions can be made at the discretion of the Library Director.

Library materials that are checked out and eligible for renewal will auto-renew once. Two days before the item is due, patrons will receive an email notice to inform them that their item has been renewed and will now be due at a later date. If an item cannot be renewed, a courtesy notice will still be sent with a reminder that the item is due.

### **Fines**

Overdue fines accrue beginning the day after an item’s due date and continue to accrue daily until the item is either renewed or returned. Fines are also calculated on overdue items left in the book drop and the amount added to the patron’s record. The per diem rate for fines varies by check-out library. Overdue notices and bills relating to lost items will be sent by mail or e-mail in a timely manner. Fines should be paid when the material is returned.

Patrons are responsible for replacing any unreturned or lost items by paying the full replacement cost of the item. In the case of replacing materials from other libraries, patrons shall remit cash or a check made payable to the owning library, which will be forwarded to that library. It is the patron’s responsibility to request a receipt when paying for a lost item. When a patron has \$10 or more in outstanding fines, he/she may no longer borrow library material until such fines are paid.

Fines and replacement fees may be paid in the library or online.

Approved December 13, 2010

Revised and approved by the Clinton Community Library Board of Trustees April 12, 2021