

## CIRCULATION POLICY OF THE ELLENVILLE PUBLIC LIBRARY & MUSEUM

In order to provide library patrons with equal access to materials, Ellenville Public Library and Museum has developed the following policy for the loan periods, renewals, reserves, fees, direct access and interloan. Ellenville Public Library and Museum determines who is eligible to borrow materials and has established procedures for the return or replacement of said materials.

### **Patron Registration and Library Cards**

The Ellenville Public Library and Museum issues full-access library cards, without charge, to all qualified residents of the Ellenville Central School District.

Qualified residents must reside within the Ellenville Central School District, or pay taxes to the Ellenville Central School District.

Residents of the Town of Wawarsing, residing in the Rondout Valley School District, and the Town of Rochester are eligible for library cards, as long as their respective Town boards contract for full and complete library service for their residents with the Board of Trustees of the Ellenville Public Library & Museum.

Library cards are issued to minors, ages 3 – 17, without charge, who reside in the Ellenville Central School District, as well as those residing in the Rondout Valley School District living in the Towns of Rochester and Wawarsing. A minor's residency shall be presumed to be that of his or her parents or legal guardian. A parent or legal guardian must be present at the time of initial application and accept full and complete responsibility for said minor's card. The parent or guardian must have a valid library card. Guardians must provide proof of guardianship.

Proof of residency is required at the time of initial application. Acceptable proofs of residency must include the applicant's name and street address.

Acceptable verifications of residency are:

Driver's license

Non-driver's license identification card issued by NYS DMV  
Car registration  
Voter registration card  
Tax bill/ receipt  
Rent receipt  
Report card  
2 Utility bills (Water, Phone, Electric)

Not acceptable are:

Social Security Card  
Bank cards, checks, or account books  
Personal mail  
Identification for a different name or address  
Passports

The library administration has discretionary approval for any registration which may not meet the above criteria.

Upon process of the application, cards and letters of welcome will be given to the applicants.

At its sole discretion the Library may limit the number of items that may be charged out on one library card. Library cards must be presented at the time of checkout.

### **Temporary Resident Library Cards**

Visitors who will be residing temporarily within the Ellenville Public Library and Museum's service and area, which consists of the Ellenville Central School District and the Towns of Rochester and Wawarsing (in the Rondout Valley School District), for an extended period of times, may acquire a Temporary Resident Library Card (TRLC) by paying a cash fee of \$20.00.

The TRLC will be issued in the name of the patron paying the registration fee, entitling the patron to borrow up to 20 items on the card at any one time.

Regular library item limits will apply within this 20 item limit. One hold may be placed with a TRLC.

The TRLC is good for a stipulated time period. The time periods are pre-set as follows:

January 1 through April 30

May 1 through September 15

September 15 through December 31

Should there be any charges for damaged or lost items, the amount will be billed to TRLC patron at their permanent residence.

### **Ulster County Residents**

All Ulster County residents in the Mid-Hudson Library System are entitled to a Ramapo-Catskill Library System (RCLS) library card by showing proof of residency in Ulster County (driver's license, non-driver's ID card, Utility bill, etc.).

The RCLS card is valid only in the Ulster County Area of RCLS. This includes the Ellenville Public Library and Museum, the Cragsmoor Free Library, the Gardiner Library, and the Wallkill Public Library.

Checkout of materials is limited to a total of 10 items per card and hold are not permitted. Library cards must be presented at the time of checkout.

The following are the libraries in Ulster County that belong to the Mid-Hudson Library System:

Highland Public Library

Hurley Library

Kingston Library

Marlboro Free Library

Sarah Hull Hallock Free Library (Milton)

Elting Memorial Library (New Paltz)

Olive Free Library association (West Shokan)

Phoenicia Library

Morton Memorial Library (pine Hill)

Plattekill Library  
Town of Esopus Library (Port Ewen)  
Rosendale Library  
Saugerties Public Library  
Stone Ridge Library  
Town of Ulster Public Library  
West Hurley Public Library  
Woodstock Public Library District

### **Lost Patron Library Cards and Replacement Cards**

The Ellenville Public Library and Museum charges \$2.00 to replace a lost or damaged library card. If fees are over \$10.00 they must be brought under the \$10.00 cap to replace the card.

Patrons may checkout items at the time they request a replacement card.

A parent or legal guardian must be present when a minor replaces a lost library card.

### **Confidentiality of Library Records**

Pursuant to New York State Civil Practice Laws and Rules Section 4509 Library Circulation Records:

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulations of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

While parents are responsible for minor cards, they are not to be given the titles of the items checked out on minor cards.

## **LOAN PERIODS, ITEM LIMITS, & RENEWALS**

### **Loans**

The Ellenville Public Library and Museum loans out circulating materials for the following time periods:

1 week (7 days)

Magazines

Videos and DVDs

2 weeks (14 days)

New adult fiction

Launchpad tablets

3 weeks (21 days)

Books (except new adult fiction)

Books on cassettes

Books on CDs

Music CDs

The Ellenville Public Library and Museum is not responsible for damages that occur to equipment in the playing of library audio/video/DVD materials.

The library reserves the right to change the length of the loan periods of its circulating collection.

### **Items limits per card**

The Ellenville Public Library and Museum has set the following item limits per library card:

5 Magazines per adult card

5 Magazines per juvenile card

- 3 Books on cassette per card
- 3 Books on CD per card
- 4 DVDs per card
- 5 Music CDs per card
- 1 Launchpad tablet

## Renewals

There are no renewals for the following:

- Magazines
- Video cassettes
- DVDs
- 14 – Day books
- Materials with holds on them
- Launchpad tablets

All other materials may be renewed twice.

## Microfilm

Microfilm owned by the Ellenville Public Library and Museum is not available for circulation and may only be used on site.

Only microfilm owned by the Ellenville Public Library and Museum may be used on the library's microfilm reader/printer.

## Reserves

Holds may be placed on all circulating materials.

Card holders will have 4 days to checkout their reserved items after being notified that the items are available.

Holds must be checked out on the card with which the holds were placed. See The Confidentiality of Reserves.

## **Confidentiality of Reserves**

All reserves must be checked out with the library card of the individual who placed the hold (s) or requested the item(s), regardless of who is picking up the item(s).

## **Fines**

The Ellenville Public Library and Museum is fine free for its own materials. A replacement fee will be charged for lost or damaged items.

Fines on materials borrowed from other libraries will follow the fine schedule of EPLM. Some exceptions may apply.

## **Damaged and Lost Materials**

Cardholders are responsible for all damaged and lost library materials charged out on their library cards. Cardholders will be notified of payment due for the replacement of all damaged and lost items.

Due to ISBN integrity and re-processing costs, replacement materials for damaged or lost items will not be accepted in lieu of the payment due.

Once payment has been received for lost items, no refunds will be issued by the Ellenville Public Library and Museum for items subsequently found by the cardholder.

## **Claims Returned**

If a cardholder feels that he/she has returned an item and that item is not on the shelf, than the user may claim the item returned with no penalty, if the items. There are no fines.

There is a limit of two (2) claims returned per cardholder.

### **Direct Access**

All residents of the Ramapo Catskill Library System (RCLS), with a valid RCLS Member Library Card, are entitled to the use of all materials available at the Ellenville Public Library and Museum, pursuant to the circulation policies of the Ellenville Public Library and Museum.

Temporary Resident Patrons of the Ellenville Public Library and Museum are not entitled to direct access within RCLS, but are limited to using the Ellenville Public Library and Museum only.

### **Interlibrary Loan**

The Ellenville Public Library and Museum will attempt to locate materials it does not own from other libraries.

Any and all fees and fines are the responsibility of the borrower.

Adopted by the Board of Trustees  
May 23, 2022



