

# New Rochelle Public Library Circulation Policy

## Library Card Eligibility

New Rochelle residents and property owners are eligible for a library card. If you do not live in Westchester, but attend a New Rochelle school or are employed by a New Rochelle business, you are eligible to apply for a New Rochelle Public Library card. Westchester residents not living in New Rochelle should apply for a library card at their local library.

Minors must be accompanied by a parent or legal guardian with proper ID, and be able to hold a pen and write their names legibly. Students in middle school and high school may apply for a card on their own with a current school schedule or school ID.

Acceptable proof of ID and residency are any **one** of the following:

- Driver's license or NY State ID with current New Rochelle address
- Photo ID from a consulate or embassy with current New Rochelle address
- Valid School ID from a New Rochelle **School**
- Individuals living in temporary housing who bring a letter from their housing administrator confirming residency will be issued a guest card.

If photo ID does not show current address, residency may be proven by providing two of the following:

- Property tax bill
- Utility bill
- Rent receipt or lease
- Recently cancelled mail sent to your name and current New Rochelle address.
- Documentation of employment in New Rochelle

In circumstances where the above noted proof of residency is not available, other evidence of residency may be considered by the Director on a case by case basis.

The library will not retain copies of identification

For any person who cannot meet the above criteria, a non-resident card is issued by the Westchester Library System for one (1) year at a cost of \$75.00.

## Borrowing Privileges

A library card is required of all patrons who wish to borrow materials. Library cards are not transferable, each patron must use their own card and be a library card holder in good standing. A library card holder in good standing does not have fines over 4 months

old, owes less than \$25.00 in fines or lost materials, has fewer than 3 lost items or "claims returned" on their card. If a patron forgets their card, a photo ID is required to borrow materials.

Patrons are responsible for materials borrowed. Lost material or material returned damaged will carry a charge. Overdue fines are assessed for material returned late.

Loan periods and fines are as follows:

<u>Item</u>	<u>Loan Period</u>	<u>Fines per day</u>
Children's and adult DVDs and videos	7 days	\$1.00
Express/7-day books	7 days	\$ .20
Magazines	7 days	\$ .10
Adult & YA books, audiobooks, and music CDs	21 days	\$ .10
Children's books, audiobooks, and music CDs	21 days	\$ .05

Borrowing privileges will be suspended if:

- Fines are over four months old
- \$25.00 or more is owed on a card
- There are three or more "lost" items or "claims returned" on a card

Patrons with long overdue material or outstanding fines may have their account sent to a collection agency.

### **Hold/Intralibrary loans**

One of the many benefits of being a New Rochelle Public Library cardholder is that patrons may request material from any library within the Westchester Library system. There is a limit of 20 reserves per patron at any one time and a \$0.40 charge per hold when the item is picked up. Hold items must be picked up by the person who placed the hold. Please see our borrowing privileges policy, "Library cards are not transferable." The one exception is a parent picking up a hold for their child. Hold items are held for eight (8) days. If the item is not picked up within that time, it will be returned to the lending library or passed along to the next patron in the holds queue.

### **Interlibrary Loans (from outside the Westchester Library System)**

In addition to having access to the many items within the Westchester Library System, patrons may also request books from libraries outside of our system. Interlibrary loan requests are limited to print material. Requests for Interlibrary Loan materials must be initiated, picked up, and returned to the same library. All interlibrary loans have a loan period of 4 weeks with NO renewals. Overdue charges for Interlibrary loans are \$2.00 per day.

## **Home Bound Policy**

The New Rochelle Public Library wants to keep our patrons 'in books.' The library will deliver books and audiobooks door-to-door for those patrons who are unable to get to the library due to a permanent or temporary condition. If you are a New Rochelle Public Library cardholder and a New Rochelle resident and find yourself unable to get to the library, please inquire about this service. Books can be delivered to you every three weeks once your application is reviewed and accepted. Call [\(914\) 632-7878](tel:9146327878), ext. 3720 and ask for information on homebound delivery.

*Adopted by the New Rochelle Public Library Board of Trustees on April 13, 2017.*