

## **Lending Rules Policy**

Red Hook Public Library complies with Mid-Hudson Library System Resource Sharing standards. To borrow items from the Red Hook Public Library, a valid Mid-Hudson Library System library card must be presented. In the absence of a Library Card, a Driver's License, or other state-issued ID must be presented. Other forms of ID may be permitted at the discretion of the Library Director or their designee.

### **Lending Periods**

Items borrowed from Red Hook Public Library are lent according to the lending periods listed below. Other materials may be added to the collection with alternate lending periods and fine schedules as deemed appropriate by the director. Due dates may be extended at the discretion of the director or their designee.

- Books: 3 weeks
- Audiobooks: 3 weeks
- Magazines: 1 week
- DVDs/Blu-Rays: 1 week
- Series DVDs/Blu-Rays: 2 weeks
- Video Games: 1 week
- Music CDs: 1 week
- Museum Passes: variable depending on pass
- Equipment: 2 weeks
- Hotspots: 3 weeks
- Toys: 1 week
- Mixed Media: variable depending on media

### **Fines**

Fines are accrued daily according to the rates listed below. All cards issued to individuals 17 and under are fine-free for items checked out at RHPL.

- Books: 10 cents a day, max fine of \$5
- Audiobooks: 10 cents a day, max fine of \$5
- Magazines: 10 cents a day, no max fine
- DVDs/Blu-Rays: \$1.00 a day, max fine of \$5
- Series DVDs/Blu-Rays: \$1.00 a day, max fine \$5
- Video Games: \$1.00 a day, max fine of \$5
- Music CDs: 10 cents a day, max fine of \$5
- Museum Passes: \$10.00 a day, max fine variable, depending on pass
- Equipment: \$1.00 a day, max fine of \$25
- Hotspots: \$1.00 a day, max fine of \$10
- Toys: \$1.00 a day, max fine of \$10

- Mixed Media: 10 cents a day, max fine of \$5

Replacement fee for lost library cards: \$3.00

In the case of extenuating circumstances preventing the timely return of library materials, fines and fees for Red Hook Public Library items may be waived at the Direction of the Director, or their designee.

### **Library Materials and Equipment**

Library materials are valuable shared resources. Requiring a card to check out items protects the trust placed in the library by the public, and other Mid-Hudson Library System libraries. Further, requiring a card to access account information protects patron confidentiality regarding the materials checked out, and other information stored in the Integrated Library System (ILS).

Library staff ask for identification in order to issue a library card. Alternate forms of ID may be allowed at the Director's discretion. A valid library card is required to borrow library material, and must be presented at check-out, to renew or request items. A library card barcode is necessary to renew items over the phone or discuss one's library account. In the absence of a library card, a photo ID with an address that matches account information is also acceptable for checking out materials.

A signed use agreement may be required before checking out some particularly valuable items.

Library materials must be returned on time and in good condition. Overdue materials deprive the access of others in need of those materials.

Any patron account with \$10 or more in past and present fines and fees will be denied borrowing privileges per MHLS Resource Sharing Standards.

### **Renewals**

Most items may be renewed once if there are no holds by other patrons. A second renewal of RHPL-owned items may be possible by contacting RHPL staff. Some libraries allow second renewals, however RHPL staff are not permitted to override renewal limits of other libraries.

### **Overdue Items**

The Library attempts to notify patrons of overdue items by email or mail, however responsibility for items checked-out rests with the patron.

Items not returned within a month of their due date will be billed for the full replacement cost of the item. RHPL accepts payment for replacement by cash, check, or debit/credit card; the Library does not accept replacement items. If a patron returns an item that has been billed for replacement, the replacement cost will be reduced to the max fine for that item type.

Items checked-out from the Library must be returned with all parts included. Red Hook Public Library items returned damaged or missing parts may be billed for their replacement cost.

Non-RHPL owned items returned damaged or missing parts will remain on the patron account. The owning library will determine if they will charge a replacement cost, accept a replacement item, or find an alternate solution based on their lending policy.

### **Lending Agreement Forms**

Certain items, such as laptops, hotspots, or sewing machines, due to their value or other unique qualities, may require a patron age 18 or above to sign an agreement form.

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