

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, one of the following IDs may be presented:

Acceptable Identification/Proof of Residency (non-photo IDs may be allowed under the discretion of the Director):

- Photo ID with current address
- Photo ID AND one of the following: Telephone, utility, rent or tax bill
- Imprinted checks with current residential address.

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 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

DISCLAIMER: The Library does not accept any responsibility for damage caused to patrons' equipment as a result of using borrowed media.

In the case of extenuating circumstances preventing the timely return of library materials, replacement 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. 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 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 waived from your account.

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.

Adopted by the BoT 4/18/2024