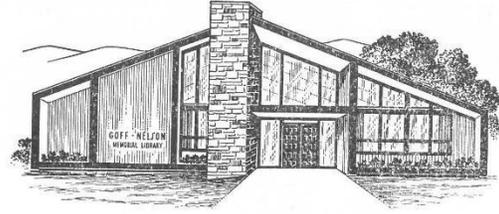


**TUPPER LAKE PUBLIC LIBRARY**  
AKA GOFF NELSON MEMORIAL LIBRARY

EXTERNAL POLICY



**Policy name:**  
Library Card Policy

**Date Created or Revised:** 7/8/20

**Date adopted:** 2/9/2021

**Version:** 1

**Purpose Statement:**

In order to issue a library card certain requirements must first be met by prospective patrons. Once the patron has an account with the library, they agree to specific provisions relating to borrowing, use, and payment of fines associated with their account.

**Detailed policy statement:**

The Tupper Lake Public Library agrees to issue a library card to any individual who lives, works, goes to school, or pays real property taxes within the Tupper Lake Central School district.

**REQUIREMENTS**

To receive a library card, a person must show photo ID with proof of current address.

If the address on the photo ID is not current, the applicant must provide some proof of current address in addition to the ID. These may include: imprinted checks with current residential address; canceled mail postmarked within the last week; telephone, utility, rent, or tax bills.

If the person is a seasonal resident they must likewise show some proof of their local address in addition to their photo ID to be eligible for a card.

**PATRON RESPONSIBILITIES**

By creating an account with the library, the patron is indicating that they will be responsible for all materials signed out on their library card.

In addition, the library patron agrees:

- To be responsible for all materials borrowed with their card or, if a parent or guardian, to be responsible for the cardholder's selection and use of library materials.
- To pay all fines and fees associated with their card.
- To report the loss, theft, or abuse of their card immediately.
- To be responsible for any items checked out on their card prior to being reported lost.
- To report any changes in their account information.

**CARDS FOR CHILDREN**

Children 4 years of age and older are eligible to receive library cards.

For individuals under the age of 18, an adult or guardian must be present when creating a card and the parent or guardian must provide the same ID and proof of address as stated above.

Please note that children may access and/or borrow any library resource with their library card and have the ability of requesting materials from other libraries through InterLibrary Loan.

**CARDS FOR VISITORS**

People visiting the area for a limited period of time, and who do not have a local address, are not eligible for library cards. In special circumstances people may be permitted to create temporary accounts at the Library Director's discretion.

**EASY ACCESS CARDS**

Clinton-Essex-Franklin Library system offers cards to area residents who would like to use library resources but cannot obtain a traditional library card because they are unable to provide an address/proof of residency as required by the library. It is hoped that this will reduce obstacles in accessing library materials for those who are homeless, transitioning to a new residence, residing in a domestic violence shelter, etc. These cards are not intended for vacationers or similar temporary visitors.

**BORROWING LIMITS**

There is no limit on the number of books, audiobooks, or CDs a patron can borrow at one time.

Patrons may only borrow 5 DVDs at one time.

**DAMAGED ITEMS**

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. This rule does not apply to DVDs or CDs that are damaged due to normal wear and tear. However, if a DVD or CD was significantly damaged while checked out to a patron then that patron is liable to pay replacement costs.

**LOST ITEMS**

It is the patron's responsibility to request a receipt when paying for a lost item. The library may accept a new replacement copy of a lost item that belonged to the Tupper Lake Public Library in lieu of payment; however, the library director must be consulted before such arrangement is made. If a lost item is found after having been paid for, the patron may request a refund providing it is within 30 days of the original payment and the patron provides a copy of the payment receipt. If a lost item is found after having provided the library with a replacement copy, the original item may be considered the patron's property and no refund will be provided.

**LENDING PERIODS**

DVDs (limit of 5 per person)	1 Week
Books, audiobooks, CDs	2 weeks
Current magazines	3 days
Older magazines	2 weeks
ILL materials	Loan period per the lending institution

**OVERDUE FINES**

Books, audiobooks, CDs	\$.10/day
DVDs	\$.25/day