

# AWPL Library Cards and Borrowing Rules

Effective January 1, 2019

## A. AWPL LIBRARY CARDS

### **What can I do with an Albert Wisner Public Library (AWPL) RCLS library card?**

Your AWPL RCLS library card is good at the forty seven (47) libraries in the Ramapo Catskill Library System (RCLS) and is used to borrow books, books on CD, DVDs, music CDs and many other items. Here is a current list of [RCLS libraries](#) with locations and hours.

It also provides online access, to a wide range of resources including e-books, streaming movies, music, audio books, current magazines and consumer, genealogy and research databases.

### **Who is eligible for a RCLS library card from Albert Wisner Public Library?**

Residents of the [Warwick Valley Central School District](#) are eligible to apply for a [Ramapo Catskill Library System](#) (RCLS) library card at [Albert Wisner Public Library](#) (AWPL.) RCLS library cards are eligible for use at all RCLS libraries, but only issued at the user's home library. A "home library" is where the user has permanent residence and pays library taxes, either directly or through rent. Users are eligible for only one RCLS library card, regardless of how many properties they own in the RCLS district.

### **How do I apply for a library card?**

An application must be completed either online or in person. If the application is submitted online, library staff will contact the applicant when the library card is ready to pick up. Proof of residency in the WVCSD must be presented with current photo ID before a library card is issued.

### **What is accepted as proof of residency in the Warwick Valley Central School District and photo ID?**

The following are accepted as proof of residency in the WVCSD. They must show full street address, not a post office box:

- Current state issued driver's license (DL) showing street address in the WVCSD on the front (not written on the back.)
- If the street address is not current on the DL, additional proof of residence is required, such as:
  - Current rental lease
  - Recent (last 2 months) utility or cable bill
  - Current (last 12 months) car registration or car insurance
  - Recent (last 2 months) cancelled First Class U.S. mail

- If the above options are not available, the applicant may request that the Library mail him a postcard. Upon receipt of the postcard, it may be brought to the Library to serve as address verification.
- When proof of residency does not include a current photo, photo identification may be provided with a recently expired state issued driver's license, a United States Passport, or school or college ID card.

### **How does a Chester resident who lives in the WVCSD get a library card?**

Residents of Chester who live in the WVCSD are eligible to receive an RCLS library card. They can receive their RCLS library card from either Chester Public Library or AWPL. If a Chester resident chooses to get an RCLS library card at Chester Public Library, they are eligible also to receive a Warwick Local library card which confers all the privileges reserved for local card holders, including program registration, local holds priority and access to AWPL museum passes. While they are not eligible for two RCLS library cards, the Warwick Local library card ensures that they receive all the same privileges as if they had selected an AWPL RCLS card.

### **What is a Warwick Local Library Card?**

Warwick Local library cards allow the user full access to all AWPL programs, priority holds and special items, such as museum passes. These are used for Chester residents who live in the WVCSD and choose to get their RCLS card from the Chester Public Library.

### **What is a Limited Warwick Local Library Card?**

Teachers and students who live outside the RCLS service area, but who teach at or attend school in the AWPL library district, people living in the library district temporarily (less than 6 months) and staff from institutions such as adult daycares and nursing homes are eligible for a Limited Warwick Local library card that entitles them only to borrow books, DVDs, books on CD and magazines from AWPL.

### **What is the age required to get a library card?**

There is no age requirement to get a library card. However, since parents or legal guardians are financially responsible for all material borrowed on a minor's (under the age of 18) card, the parent or legal guardian must give a minor permission to receive a library card by signing the minor's library card application. Their signature acknowledges that they are aware of this responsibility. The minor must be present when the library card is issued unless special arrangements have been made. Applications, with signed parent/legal guardian permission, are required with any school-sponsored library card campaign.

### **What type of identification is necessary to get a minor's library card?**

- **Ages 0-12:** Library cards are issued to children up to age 12 using a parent/legal guardian's identification as proof of residency. If a parent/legal guardian has a valid RCLS library card

with an address in the WVCSD, that record may be used as proof of residency. Parents/legal guardians must bring their minor to the library when applying for a minor's library card.

- **Ages 13-17**: Library cards are issued to minors ages 13-17 with proof of residency in the WVCSD. If the minor has a valid picture ID from a school in the WVCSD or a driver's license or permit, those will be accepted as proof of residency. A parent/ legal guardian must sign the application before the library card can be issued. If the parent/legal guardian is unable to come to the library with the student, the library will mail the application for the parent's signature and the card will be issued when the signed application is returned. The student may check out up to three books before the library receives parental consent.

### **Will the library restrict a minor's use of certain types of library materials?**

In keeping with the principles of equal access to information and materials for all patrons, it is AWPL's policy not to act *in loco parentis*. (See Appendix - [Free Access to Libraries for Minors](#).) Therefore, AWPL will allow any user, including minors, access to any type of material **except** items restricted to adult cardholders for safety or financial reasons. These restricted items include; electronic equipment and museum passes. There are no restrictions on any type of reading or audio-visual materials including video games.

If a parent or legal guardian does not wish their child to have access to particular materials that the library excluding those that it restricts to adult cards, they will need to manage these restrictions with their child directly. The Library is not responsible for a child's choice of materials.

### **Will the library suspend a minor's library card if the parent/legal guardian requests?**

If a parent/legal guardian wishes to withdraw responsibility for their child's card, library staff will suspend the child's borrowing privileges. The parent/legal guardian can reinstate the child's privileges at any time.

### **Are minors allowed access to the internet on library computers?**

Minors are allowed access to the internet on library computers, but the Library may require parental consent for them to do so. AWPL has a separate [Internet Acceptable Use](#) policy that details requirements.

### **What happens when the minor turns 18?**

When the minor library card holder turns 18, their card will automatically change to adult status, at which time the parent/legal guardian is no longer financially responsible for the card holder.

## **What other types of library cards are issued at the AWPL?**

See also attached **AWPL Library Cards User Profiles.**

- **Non WVCSD Resident – Fee Card**

Residents who live outside the RCLS service area, but in a community that supports public library service, may apply for an AWPL RCLS library card. (This usually refers to New Jersey residents, but may include residents from other areas. It does not apply to residents of the Minisink Valley School District). Photo ID with current street address is required along with the completed library card application for this card. Non WVCSD Resident-Fee cards are issued for an annual fee per household. The fee serves in lieu of the taxes that an average local household pays to support AWPL, and it is subject to change. (See **Appendix [AWPL Loan Periods and Fines.](#)**) Each member of the household residing at the same address is entitled to receive a library card; it is good for one year and is renewable upon payment of the annual fee. These cards are good at all libraries in RCLS, and entitle cardholders to all AWPL borrowing privileges.

### **Limited Warwick Local Library Cards for Teachers and Students who live outside the WVCSD but who teach or attend school in district**

Students who live outside the RCLS service area, or in un-served areas including the Minisink Valley Central School District – but who attend a school that is located in the WVCSD are entitled to a no-fee, one-year Limited Warwick Local card. This card may be used to check out AWPL library material only. The “Limited Warwick local card does not entitle the user to borrow material from other RCLS libraries, nor does this card entitle the student to participate in AWPL programs. Cards are issued only to currently registered students, and do not extend to other siblings or family members. The parents/legal guardians of the student are responsible for providing verification of attendance at the school that is within AWPL’s district, and are responsible for all material checked out on a minor student’s library card. The card is issued for one school year and expires on June 30<sup>th</sup>. It is renewable while the student is enrolled at that school. It is the responsibility of the parent/legal guardian to inform AWPL if the student withdraws from a qualified school, where upon the library card will no longer be valid.

Limited Warwick Local cards are also issued to teachers who work at a public or private school in the Warwick Valley Central School District but who live outside the RCLS service area, or in un-served areas including the Minisink Valley Central School District. These cards are issued to teachers for personal use.

- **Teachers at WVCSD schools**

AWPL Teacher Cards make it easier for teachers from public and private schools (preschool through high school) in the WVCSD to check out material from AWPL for use in their classrooms. There are no fines on material checked out on a teacher card, but replacement costs will be charged for material not returned and a card will be blocked if fees reach \$10.00. A

teacher card may be used to borrow up to 50 items a year with some exclusions (See attached [AWPL Loan Periods and Fines](#) for exclusions.) Teacher cards are kept at the Library at the Children's Desk for preschool through 5<sup>th</sup> grade, and at the Help Desk for 6<sup>th</sup> through 12<sup>th</sup> grade

To be eligible for an AWPL Teacher Card, teachers must:

- Present employment verification as a teacher at a public/private school in WVCSD and their personal RCLS library card.
  - Have a valid personal RCLS Library Card that is in good standing (no blocks or suspensions.)
  - If the teacher lives outside the RCLS district (including the Minisink Valley Central School District,) they would be eligible for a no fee Limited Warwick Local library card for personal use at the AWPL only. This Limited Warwick Local library card would allow them to borrow books, magazines and audio visual material from AWPL only and would expire with the teacher card, but may be renewed annually.
  - Teacher cards are good for one year and must be renewed annually.
- **Organizations within WVCSD**  
Organization Library cards may be issued to staff who work at agencies that are located in the WVCSD that serve groups of people, such as nursing homes and adult care centers. These cards are kept at the library and may be used only to check out books, DVDs, books on CD and magazines. The staff member who applies for an organization card is responsible for all material checked out on the card and must present photo ID, current street address and proof of employment at the organization within the WVCSD. Organization cards are issued for one year and are valid as long as the card holder is employed at the institution. They may be renewed annually with updated proof of employment and address verification.
  - **Business Owners within WVCSD**  
Individuals who reside outside the WVCSD, but who own a business or property in the district are eligible for an AWPL RCLS library card. These individuals must use the business address as their home address and must provide proof of business address and current identification that names them as the business owner, such as a valid business license. Business owner's library cards are issued for one year and must be updated upon renewal.

### **May residents of the Minisink Valley School District (MVSD) get RCLS library cards at AWPL?**

No, residents of the Minisink Valley School District are not eligible to receive library cards at AWPL. They are ineligible to purchase non-AWPL resident cards because they do not live in an area that pays tax support for public libraries. Occasionally, special arrangements are made by towns in the MVSD with other RCLS libraries to provide RCLS library cards for their residents. MVSD residents should contact their local town authorities for current information about these opportunities.

However, students and teachers who live in the MVSD, but who are enrolled or teach in a public or private school in the WVCSD are eligible to receive a Limited Warwick Local library card. See above for more details. Staff who live in the MVSD and work at institutions in the WVCSD, such as nursing homes and adult day care centers, are eligible for Limited Warwick Local library cards also.

**May I put my library card barcode in my smartphone and use it at AWPL to check out material?**

Yes, library cards on smartphones can be used at AWPL.

**Do library cards expire?**

The only AWPL RCLS library cards that expire are the following special cards: Organization, Business, Non-Resident, Teacher, and Student and Teacher Limited Warwick Local library cards. However, it is the card holder's responsibility to update contact information when it changes. If the user moves out of the AWPL district, the card is no longer valid. If the user moves out of the AWPL district but remains in the RCLS district, a new RCLS card can be issued by the user's new home library.

**How do I get a replacement library card?**

Replacement cards are available at the library at no cost. When a library card is replaced, a new number is assigned and the old number invalidated.

**Are all users' library records confidential?**

Yes. NYS law CPLR 4509, NY Statutes, 1993, protects the confidentiality of all library users' records (See **Appendix - [NYS Confidentiality Law](#)**.) Access to information in a user's record is only available with either the user's authorization or by order of a court of law.

**B. AWPL BORROWING RULES**

Library Card holders are responsible for all materials checked out on their library card, regardless of who uses it. This responsibility includes the return of the item by its due date in the condition in which it was borrowed. Fines may apply to some items that are late and replacement fees are charged for all lost or damaged items (See **Appendix [AWPL Loan Periods and Fines](#)**.) Because of this card holders must carefully consider the responsibilities before allowing others to use their card and should report the card as lost or stolen as soon as it is missing.

**How long may I borrow material?**

Loan periods vary by type of material and are subject to change. A list of **[Loan Periods](#)** for each type of material is provided in the Appendix.

### **How many items may I borrow?**

While there are some limits to the number of certain items that can be borrowed (See **Appendix [AWPL Loan Periods and Fines](#)**) generally each library user is allowed to borrow up to 50 items at once.

### **How do I know when my library materials are due?**

A printed receipt showing the title and due date for each item checked out is provided at check-out. Information on a user's library account, including due dates and holds placed, is also available online. Also, a user may call or email the Library to check on due dates. Note that items checked out on the same day may have different due dates (see **Appendix [AWPL Loan Periods and Fines](#)**.)

### **Will I receive notification when my library materials are overdue?**

Users with email notification on their library accounts will receive an email 3 days before an item is due. When the item is overdue, the user will be notified by email, (or phone, if that is the preferred method) three times; first, after seven days; then again at 14 days and finally, at 30 days overdue. When the item is 30 days overdue a letter will be sent; an email will also be sent if an address is on file.

### **How do I renew my library material?**

Library materials may be renewed (if eligible to be renewed) online, by phone or in the Library. Many items are available to be renewed twice. See **Appendix [AWPL Loan Periods and Fines](#)**.) Items may not be renewed if other patrons are waiting for them.

### **What is courtesy renewal?**

If an item that is checked out is available to be renewed, it will automatically renew at the end of its due date. Some libraries do not allow courtesy renewal of their materials. A user should not assume that an item will be courtesy renewed; if it is not, the user may be responsible for overdue fines. Users will be notified by email if the item is courtesy renewed.

Users can check their library account online to see due dates for material. AWPL allows all items to be courtesy renewed if renewals are allowed and if the item is not on hold for another user.

### **Why wouldn't an item be renewable?**

An item that is on hold for another user is never renewable. Also, some AWPL items are restricted from renewals to allow other users access to them. See **Appendix [AWPL Loan Periods and Fines](#)** for AWPL exclusions.

**If I borrow an item from a library that does not allow courtesy renewals will I be able to renew the item?**

Libraries that do not allow courtesy renewal do allow many of their items to be renewed if they are not on hold for another person. If the item is available to be renewed it can be renewed online, in person or at the library.

**Do all library materials have overdue fines?**

All library materials have overdue fines except during a trial period from September 1, 2018 through February 28, 2019, during which time AWPL will not charge fines for children or young adult material *with the exception* of video games, Literacy Tote bags and Kindles. The decision to keep these materials fine free will be made at the end of the trial period. Replacement costs will be charged for items that are 50 days overdue, at which point they are considered lost. Library cards are suspended when fees exceed \$10.00.

**When are library materials considered lost and my account charged replacement costs?**

Library materials are considered lost once they are 50 days overdue, at which time the replacement cost for the item is charged to the user's library account.

**If my library materials are overdue, how much will I be charged in overdue fines?**

The fine for most overdue library materials is \$.20 a day up to \$5.00 an item (see [Appendix AWPL Loan Periods and Fines](#) for important exceptions.)

**When will my library borrowing privileges be suspended?**

Borrowing privileges are suspended when the fines/fees reach \$10.00.

**How may I restore my suspended borrowing privileges?**

When the balance of fines and fees is brought below \$10.00, borrowing privileges will be restored.

**What if I have lost or damaged library material?**

It is the responsibility of the card holder (or parent/legal guardian in the case of minor cardholders) to pay all fines/fees accrued on a library card, including replacement costs for lost/damaged material. In some cases the Library will consider waiving the replacement fee for an item when the user can provide an identical replacement copy. The Library reserves the right to determine whether the item presented meets this requirement. Lost/damaged items that belong to other libraries generally cannot be replaced by the user.

**If I borrow an item from another RCLS library, but check it out at AWPL, do the rules change?**

In most cases, no. As of May 1, 2018, AWPL's borrowing rules (length of loan, renewals and fines) apply to all items checked out at AWPL, regardless of what library owns them.

**Are there any items at the Library that I may not borrow?**

Yes, Reference items are considered those that are available for use in the Library only. Both the adult and juvenile departments have limited reference collections. Most of the items in the Local History collection in the Wisner Room are unavailable to borrow. Photocopies from a non-circulating reference item may be made at the library on self-service, coin-operated photocopiers. It is the user's responsibility to abide by all applicable copyright laws when making copies of material.

**How may I borrow an item that is not on the shelf at the AWPL?**

Most items not on the shelf at AWPL but listed as owned by AWPL or any other RCLS library are available by placing a hold on that item. The user can do this through [Enterprise; the online catalog](#) for all RCLS libraries. A library card in good standing and PIN are required to place a hold. The item will be sent to AWPL, or to any library chosen by the user, when it becomes available. The user receives notification by email, phone or text message when the item is available.

**May I borrow material that is not available at any RCLS library?**

In many cases, material not available at any RCLS library may be available at another public library in the United States. AWPL will attempt to locate and borrow this material for the user. The lending library sets the borrowing rules for their materials.

## APPENDIX

### NYS CONFIDENTIALITY LAW:

New York State Law protects the confidentiality of Library users' records.

#### **#4509. Library Records**

Library records which contain names or other personally identifying details regarding the users of public, free association, school, college or university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of materials, title reserve requests, or the use of audiovisual materials, films, 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 pursuant to subpoena, court order or where otherwise required by statute.

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## **APPENDIX**

### **ALA LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939 by the ALA Council:  
Amended October 14, 1944, June 18, 1948, February 2, 1961, June 27, 1967  
and "inclusion of "age" reaffirmed January 23, 1996.

## APPENDIX

### ALA FREE ACCESS TO LIBRARIES FOR MINORS

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article 5 of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background or views." The "right to use a library" includes free access to and unrestricted use of all services, materials and facilities the library has to offer. Every restriction on access to and use of library resources, based solely on the chronological age, education level or legal emancipation of users violates article 5.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user and resources appropriate meet those needs and interests must be determined on an individual basis.

Librarians cannot predict what resources will best fulfill the needs and interests of any individual based on a single criterion such as chronological age, level of education or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents -- and only parents -- have the right and responsibility to restrict the access of their children -- and only their children -- to library resources.

Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between the parent and the child. Librarians and governing bodies have a public and professional obligation to provide equal access to all libraries resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted by the ALA June 30, 1972 Amended July 1, 1981; July 3, 1991 by the ALA Council

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