

NANUET PUBLIC LIBRARY

LIBRARY CARD POLICY

Library Card Policy

The Nanuet Public Library, a member of the Ramapo Catskill Library System (RCLS), is chartered by New York State to provide materials and services to residents of the Nanuet Union Free School District (NUFSD). Application for all cards must be made in person.

Full Library Service Card: Can be used in all RCLS libraries.

- Available to permanent residents of the NUFSD
- Two legal documents with the patron's name are required as proof of residence:
 - Government-issued Photo Identification (ex: driver's license)
 - Proof of current address within the library district (ex: utility bill)

Limited Library Service Card:

- Use is limited to the Nanuet Public Library only and materials owned by the Nanuet Public Library.
- Available to permanent residents of the library district who **can** provide proof of current address within the library district as described above but **cannot** provide government-issued photo identification.

Minor's Card:

- Library cards are issued to children who reach Kindergarten or the age of five.
- Parents/guardians are required to sign for children who are in eighth grade or younger.
- Beginning with 9th grade, children are issued library cards without a parent's signature, but must provide proof of residence as follows:
 - A picture ID from the Nanuet Union Free school District for a full service card or parents/guardian's proof of identification and address as described for a full or limited service card.
 - Adult cards are issued at the age of sixteen (16).
- Parents/guardians are responsible for the selection and return of all materials borrowed until the borrower reaches the age of sixteen (16).
- Parents must provide identification as described above for full or limited service cards.

Non-Resident Card:

- RCLS residents must obtain library cards from the community in which they live. The Library issues two types of non-resident cards to those who reside outside RCLS:
 - \$50.00 annually for a card limited to use in the Nanuet Public Library only
 - A full service annual library card for use in all libraries within RCLS for an annually calculated amount equal to the average tax paid by a library district resident.

Courtesy Card for Nanuet Teachers:

- Upon request, Nanuet Union Free School District teachers will be issued a Nanuet Public Library courtesy card for limited service for one calendar year. The card can be renewed annually as long as the teacher is employed by the Nanuet Union Free School District. Teachers applying for cards must present both personal and school identification, at least one of which should be a photo ID. Both school and personal information should be recorded.

Fines and lost books:

Teachers are responsible for payment of all overdue fines and lost or damaged material checked out on their cards.

Business Owners Located in the Nanuet Union Free School District and Their Employees:

- NUFSD business owners who reside within RCLS must obtain their cards from the library where their home is located.
- NUFSD business owners who reside outside RCLS will be issued full-service cards with government-issued photo identification and proof of property ownership within the NUFSD.

Post Office Boxes

- The library does not issue library cards to individuals with a post office box address only.
- The library reserves the right to issue limited access cards to non-permanent residents of the library district.

Responsibilities of Cardholders

- Cardholders are responsible for all materials borrowed with the card, prompt notification of the loss of the card, and prompt notification of a change of address.
- The card must be presented to check out materials. If the card is not present, government-issued photo identification belonging to the cardholder may be used instead.
- The card may not be loaned to anyone else.

Nanuet Public Library Board of Trustees, January 22, 2008

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