

Sarah Hull Hallock Free Library
Milton, NY

**Lending Policy
2022 Update**

A. Lending Policy

Borrowers must be registered and have a valid local or Mid-Hudson Library System patron card to borrow library materials. This card may be used at any of the 66 member libraries in the Mid-Hudson Library System. Persons who work or attend school in the Town of Marlborough but who live outside the Mid-Hudson Library System may be issued a library card upon presentation of suitable identification and proof of employment or school attendance. Persons who reside outside the Town of Marlborough and the Mid-Hudson Library System service area may obtain a Sarah Hull Hallock Free Library card upon presentation of acceptable proof of residency and payment of an annual non-resident's fee of \$25.

B. New Borrowers

New borrowers must fill out a Library Card Registration Form and sign below the statement which reads: *I understand that I will be responsible for all use made of my library card.*

Identification required. A driver's license or student ID is preferred; however, any other official ID or receipt non-personal piece of mail may be acceptable.

Before a new library card can be issued to Applicants under 18 years of age, a parent or guardian must give consent by signing the Registration Form which reads: *By signing below I assume legal responsibility for my child's loans.*

New borrowers will be limited to borrowing only two items at a time, only one of which may be a DVD, for a provisional period of one month from the date their Milton account was created. If there are no fines within the first 30-day period, the new borrower will be upgraded to full membership (amendment as of 5/28/14).

C. Lost or Forgotten Cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. All patrons, adults, and children are expected to bring their library cards with them if they intend to check out items. Repeated failure to present library card may result in denial of borrowing privilege.

D. Loan Periods

- Books, including audio books, circulate for three weeks, with one renewal.
- MHL System will automatically renew items according to our loan rules, if there are no holds on that item and no problems with the patron account (e.g., owing over \$10.00, card expired, etc.).
- Generally, reference books do not circulate, although the Director may give special permission to do so.
- DVDs or VHS video cassettes circulate for one week with one renewal. DVD sets of two or more DVDs are most often categorized as Long-Loan DVDs and circulate for two weeks.
- The suggested number of DVDs borrowed or on loan is limited to five.
- Music CDs circulate for three weeks, with one renewal.

- Renewals may be made in person, by telephone, by email, or online.
- Interlibrary loans are due the date indicated by the lending library (i.e., the library where the item is checked out).
- Periodicals circulate for one week.

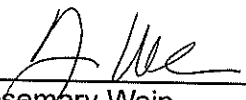
The Director may establish the loan period for special collections or for materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software. The Director, if in compliance with MHLS resource sharing, may extend loan periods or number of renewals, under special circumstances (for instance, pandemic).

Patrons may borrow materials online through the Mid-Hudson Library System service online catalog, which includes all materials in the Sarah Hull Hallock Free Library, as well as within the MHL System. All materials may also be requested by phone or in person. For books not located in this library or in the MHL System, the library staff will work to locate the requested material through interlibrary loan databases outside the immediate MHL System.

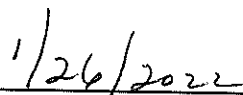
E. Fines and Charges

Charges will be made against patrons' accounts for damaged or lost materials. Items checked out at the Milton Library are fine-free, however, the library may not waive fines on items taken out from other libraries that maintain a fine schedule. Materials that are checked out at libraries that maintain fines but are checked in at the Milton Library still carry fines. According to Mid-Hudson Resource sharing rules, library cards are frozen when over \$10.00 has accrued on an individual's card. This regulation remains in place even when a library is fine-free.

The Library Board and Director may change this policy at any time.



Rosemary Wein,
President, Board of Trustees



Date Revised