

# East Greenbush Community Library

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East Greenbush, NY 12061  
Eastgreenbushlibrary.org  
518-477-7476



<b>POLICY NAME</b>	Library Card Policy			<b>POLICY NO.</b>	4
<b>EFFECTIVE DATE</b>	06/14/2010	<b>DATE OF LAST REVISION</b>	09/17/2019	<b>VERSION NO.</b>	2
<b>APPLIES TO</b>					
Staff		x	Patrons		x
Board		x			

<b>VERSION HISTORY</b>				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Board	06/14/2010	Creation of Policy	Michael Poost
2	Board	09/17/2019	Revised and Amended	Michael Poost

## APPROVAL AND REVIEW

Adopted by Board of Trustees 6/14/2010 (Michael Poost)  
Amended by Services Committee 9/3/2019 (Mari Harris)  
Adopted by Board of Trustees 9/17/2019 (Michael Poost)

## SCOPE

Library cards are necessary to borrow materials from the library or access online resources.

## POLICY STATEMENT

A library card is your passport to a vast network of public library resources and services.

East Greenbush Community Library uses the automated system operated by the Upper Hudson Library System (UHLS) and shared by UHLS member libraries [www.uhls.org](http://www.uhls.org). Reciprocal agreements among UHLS libraries allow residents to borrow and return most items to the most convenient library. Each library is independent and borrowing rules may be different. Some services in UHLS are library-specific and not available to patrons of all member libraries.

A library card must be presented when checking out materials. Once a card has been issued, a library card holder may present their current photo ID with their current address in lieu of a library card.

Individuals may have only one card number. The library will merge or delete the records of any user found to have multiple active cards. Cardholders are responsible for all materials borrowed on their card, all use of the card, and all charges accrued. Parents/guardians of children under 16 who have library cards are responsible for materials borrowed on those cards.

When applying for a library card an applicant must show photo identification with their current address. If government issued photo identification does not include current address, a utility bill, tax bill, etc. may be used as proof of address. Post office boxes are sufficient as mailing addresses, but proof of residence must still be presented, such as a lease or rent receipt. Library cards can be renewed or updated by phone when the patron supplies the library card number and all requested information. Cards are available immediately at the library. Applicants may also sign up online at <https://sierra.uhls.org/selfreg>. Cards must be picked up at the library within 15 days to remain valid.

Cardholders are required to report a change in name, address, or contact information promptly. If a card is reported lost, it will be deactivated but the patron remains responsible for items previously borrowed.

All materials borrowed must be returned on or before the close of business on the due date. The EGRN drive-thru book-drop is open 24 hours for your convenience. UHLS offers universal returns. Most circulating material can be returned to any UHLS library. Specialty Items must be returned to the East Greenbush Community Library. Items not returned are billed according to their cost to the library. Replacement items are not accepted unless previously agreed upon by the director or designee. Payments of any fines or fees may take place at any UHLS member library, or online.

Subject	East Greenbush Card	UHLS Card	UHLS MyCard
Library Card Registration	<p>Free to any individual who resides or pays taxes in the East Greenbush Community Library taxing district or Town of Schodack. Cards expire and must be renewed every three years.</p> <p>Free to any individual who volunteers or works at the EGRN Library. Cards expire and must be renewed yearly.</p> <p>Free to partner educational agencies with verified employment. Cards expire and must be renewed yearly.</p> <p>Those that live outside the UHLS area may purchase a temporary card at the price established by our Table of Fines and Fees. Cards expire and must be renewed yearly.</p> <p>All ages eligible. Youth under age 16 must have their application completed and signed by a parent or guardian, who provides acceptable identification for them.</p> <p>Card blocked at \$5 or more in replacement costs or fines/fees</p> <p>Fines vary according to individual library rules and UHLS resource sharing rules. The EGRN Table of Fines and Fees are applicable for items which are checked out from the East Greenbush Community Library</p>	<p>Free to residents residing in a community served by a UHLS library.</p> <p>All ages eligible. Youth under age 16 must have their application completed and signed by a parent or guardian, who provides acceptable identification for them.</p> <p>UHLS library cards expire and must be renewed every three years.</p> <p>Card blocked at \$5 or more in replacement costs or fines/fees</p> <p>Fines vary according to individual library rules and UHLS resource sharing rules. The EGRN Table of Fines and Fees are applicable for items which are checked out from the East Greenbush Community Library</p>	<p>The UHLS MyCard is a fine-free, limited-access library card for youth. It is intended to address multiple barriers to serving youth and families, including:</p> <ul style="list-style-type: none"> <li>Barriers to access related to fines (e.g. computer access, checking out materials)</li> <li>Parents not present for a child's library card registration</li> <li>Previous fines on a child's card</li> </ul> <p>Free for youth residing in a community served by a UHLS library.</p> <p>Applicants 18 and under who are applying for a limited use, UHLS Youth Only MyCard, need to provide name, address, and date of birth.</p> <p>UHLS library cards expire and must be renewed every three years.</p> <p>Youth ages birth to 18 can register unaccompanied, or with the help of a caregiver or relative who is not the child's parent/guardian.</p> <p>This card may be used at all UHLS Libraries except for the Colonie Town Library.</p> <p>Card blocked at \$10 or more in replacement costs.</p> <p>No fines for late items</p>
Limits on # of Materials Borrowed	Unlimited checkouts	Unlimited checkouts	Limited total items: Can only have 3 items checked out on their card at a time
Subject	East Greenbush Card	UHLS Card	UHLS MyCard
Types of Items	All eligible item types.	All eligible item types except Museum Passes, ILL, and Hot off the Press. Active paid members of the Friends of the East Greenbush Community Library have access to all lending collections.	Only items eligible to be borrowed are books (any age level), juvenile and young adult (teen) audiobooks, and juvenile and young adult (teen) DVDs.
Databases/Digital Content	EGRN and UHLS subscription databases and digital content	UHLS subscription databases and digital content	UHLS subscription databases and digital content
Interlibrary Loan	Nationwide	UHLS Libraries	UHLS Libraries
Program Registration	Unlimited except by limited program capacity	Preference given to resident cardholders	Preference given to resident cardholders

## TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Library Policy	Policies document decisions made to implement the Board's plans and to achieve its objectives. Policies may begin with the recognition of a need by the Library staff.

Board	The term board refers to the Board of Trustees of the East Greenbush Community Library.
Library	Library is understood to mean East Greenbush Community Library.

## Responsibilities

The development and updating of policies is the responsibility of the appropriate Committee and must be approved by the Board of Trustees prior to issuance.

## EXCEPTIONS

Describe exceptions here.

Internal Procedures do not fall under this policy, and are the responsibility of the Library Director

## RELATED POLICIES AND OTHER REFERENCES

Table of Fines and Fees

## ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
Library Staff	Report policy needs to Library Director
Library Director	Write, issue, and assures conformance to library procedures
Board	Develops, updates, and approves library policies

## CONTACTS

List contacts in the table.

SUBJECT	CONTACT	PHONE	EMAIL
Director	Jill Dugas Hughes	518-477-7476	director@eglibrary.org
President, Board	Michael Poost	518-248-7130	mpoost@gmail.com