

William K. Sanford Town Library

1. Library Card Policy

1.1 Library cards are free for anyone who lives, works, attends school, or pays tax in the Town of Colonie.

- Adult applicants will receive a Colonie Town Library card by presenting valid picture ID (driver's license, passport, DMV non-driver's ID, etc.) and proof of current address (driver's license, utility bill, lease, etc.).
- ID is required for library cards issued to young adults 16 and older if not accompanied by a parent or guardian.
- Youth 15 and under need general parental information (name, email, phone) and signature in order to receive a library card.
- Card is valid at any UHLS library.
- Card is valid for 3 years, renewable upon verification of address and telephone number.
- Homebound adults or persons needing the assistance of another to get books from the Library can get a Homebound Library card free of charge. The standard Adult Card procedure will apply with the addition of a designated person for pickup of materials.

1.1.2 Persons not residing within the Town of Colonie but within the UHLS service area (Albany and Rensselaer Counties)

- Adult applicants will receive an UHLS card by presenting valid ID (see above).
- Youth under the age of 16 need a parental signature in order to receive a UHLS library card.
- Card is valid for 3 years, renewable upon verification of address and telephone number.

1.1.3 Direct Access Program (DAP) is a program run by the Capital District Library Council for Colonie residents who need to do research in local University and Special Libraries.

- DAP cards are issued to Colonie Residents only
- Each participating library has its own requirements. It is recommended that the patron call ahead to confirm the level of participation and find out about the local policies.
- DAP cards are non-transferable.
- Adults who have a CDLC DAP card are eligible for a temporary card which will expire on the same day as their DAP card.

1.2 Persons residing outside the UHLS service area

1.2.1 Persons working or going to private school within the Town of Colonie but residing outside the UHLS service area (Albany/Rensselaer County)

- Applicants will receive a Colonie Town Library card by presenting valid ID (see above) and proof of current address (see above) and documentation of employment (payroll stub, corporate ID tag) or school attendance (School ID, Tuition receipt).
- Cards will be designated Colonie Town Library **use only**.
- Card is valid for 1 year, renewable upon verification of address and place of employment.
- Card is not valid for DAP (Direct Access Program) access.

1.2.2 College students

Applicants who are temporary residents because they are attending a college or university in Albany or Rensselaer counties, may be issued a Library card free of charge.

- A student identification document
- Proof of current address, proof of home address
- Cards will be designated Colonie Town Library **use only**.
- Card is valid for 1 year, renewable upon verification of address and student status.

1.2.3 Non-residents of Albany and Rensselaer Counties

Adults who do not reside in Albany or Rensselaer counties may obtain a Library card by paying an annual fee of \$25 which covers all family members.

- Adult applicant will receive a Colonie Town Library card by presenting valid picture ID (see above)
- Cards will be designated Colonie Town Library **use only**.
- Card is valid for 1 year, renewable upon verification of address and student status.
- Non-resident cards issued by other libraries, even those in the UHLS, are not honored by this Library.

1.2.4 Temporary residents or visitors to the area can be issued a temporary Library card for up to three months. A refundable cash deposit of \$25 is required for this "Secured Card".

- Adult applicant will receive a Colonie Town Library card by presenting proof of current address, (e.g. lodging receipt) and proof of home address
- Cards will be designated Colonie Town Library **use only**.

1.3 Use of Library Card

The patron (16 years old or older) whose name appears on a Library card is responsible for all items checked out on that card. Library cards are **non-transferable**. Only the person whose name appears on the card may use it, with the exception of a person picking up a book held on reserve for a patron. Because items are reserved to a specific Library card number, that Library card can be presented by someone other than the owner in picking up reserved items.

Notify the Library immediately if your library card has been stolen or gone missing.

A parent may not check out adult materials on their child's Library card. Parents may check out items for their children on their own cards.

Patrons who do not have their Library card with them may use their driver's license.

There are fees for each day an item is overdue (see chart below). If an item is returned the day after the Library has been closed, the patron will not be charged a fine for the day(s) the Library was closed. Materials returned to the Book Drop when the Library is closed will be processed as of the previous business day.

Adult's borrowing privileges may be restricted because of outstanding late fees.

A maximum of 50 items may be borrowed at one time on one Library card. Different material types have different limits.

The Library reserves the right to limit the number of items concerning one subject matter being borrowed by one patron. A patron will not be allowed to borrow most or all of the materials on a subject.

The Library cannot assume responsibility for overseeing materials checked out by children.

The Library does not assume responsibility for any damage which occurs to a patron's equipment while using Library audiovisual materials.

Interlibrary loan items (books borrowed through the UHLS) are checked out according to the policies of the lending library and may be returned to any UHLS Library.

Reference materials do not ordinarily circulate. Under exceptional circumstances, not involving heavily used reference materials, the Director or librarian in charge may authorize circulation of reference materials.