

## 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.

ADOPTED: January 26, 2022: History and background for this policy are located in the Office of the Director of the Library

## **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**.

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### **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.

### **1.4 Circulation**

#### **Reserving and renewing material**

Most Library materials may be reserved. There is no charge to put a reserve on an item.

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The patron will be notified by phone, email or text when a reserved item becomes available.

Reserved items are held at the Circulation Desk for seven days. An item on reserve, cannot be renewed.

Materials can be reserved or renewed in person, by telephone, and on the Internet.

A request for renewal of an Interlibrary loan item may be placed through the Adult Services Department.

<b>Media</b>	<b>Loan Duration</b>	<b>Can be Reserved</b>	<b>Can be Renewed*</b>	<b>Late Fee</b>	<b>Material type limit</b>
All print books not otherwise noted.	28 days	Yes	Yes	25 cents per day	
New Fiction Books	14 days	Yes	Yes	25 cents per day	
New Non-fiction Books	28 days	Yes	Yes	25 cents per day	
Recorded books	28 days	Yes	Yes	25 cents per day	Max 10
Music CDs	28 days	Yes	Yes	25 cents per day	Max 10
Video Games	7 days	Yes-local only	No	\$1 per day	Max 3
InterLibrary loans	varies	No	Varies	25 cents per day	
New DVDs	7 Days	Yes-Local	No	#1 per day	Max 10
DVDs not otherwise noted	14 Days	Yes	Yes	\$1 per day	Max 10
TV Series DVDs	14 Days	Yes-local only	No	\$1 per day	Max 10
Magazines	14 Days	No	Yes	25 cents per day	
Museum Passes	3 days	No	No	\$1 per day	Max 2
Launch Pads	7 days	No	No	\$1 per day	Max 1
Kits	14 days	No	No	\$1 per day	Max 1

\* if not on reserve

\* 2 time automatically

If a check used to pay a fee is returned for insufficient funds, the fee charged by the bank will be charged to the patron.

Patrons who have lost materials must pay a replacement charge. If the materials are returned within 30 days, the replacement charge will be refunded, however, any original fines accrued will be charged.

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## **1.5 INTER-LIBRARY LOAN SERVICES**

### **Borrowing from Libraries outside of UHLS**

When appropriate materials to satisfy patron requests cannot be located within the Library materials may be ordered through Interlibrary loan.

Up to five item requests may be outstanding at any one time.  
Patrons may be referred to other sources.

### **Lending to Libraries outside of UHLS**

The patron of the borrowing Library is subject to the WKSL checkout periods and overdue and lost materials policies.

The William K Sanford Library loans circulating materials to other libraries with the exception of certain high demand items and items currently on reserve.

We do not lend

- AV materials
- “In Print” materials under \$16.
- Travel guides published within the past two years.
- Books published within the past 12 months.