



## **MAMAKATING LIBRARY CARD ELIGIBILITY AND USE POLICY**

### **Mission**

The Mamakating Library is the learning center of our community and the place people turn to for the discovery of ideas, the joy of reading and the power of information.

### **District**

The library serves the Mamakating Library District, as defined by special legislation and chartered by New York State in 2004. The district is defined as the portions of the Town of Mamakating included in the Monticello, Minisink Valley, and Pine Bush school districts.

### **Card Eligibility and Application**

All residents of the Mamakating Library district are eligible for a library card with no restrictions based on age or other parameters, as long as any prior library card account associated with a library in the Ramapo Catskill Library System (RCLS) contains a zero balance for fines and fees. Library cards for children will be issued when a child is accompanied by a parent or guardian meeting the above conditions.

Each cardholder is responsible for items checked out on his/her/their card. A signature is required on the application card, indicating assumption of responsibility for materials checked out. A parent or guardian must sign the application for a juvenile applicant.

To apply for a library card, you must have a valid photo identification with your current address (within the area served by the library). If you have a post office box you must show a valid photo identification along with another item indicating your physical address (such as a recent piece of cancelled mail or a utility or telephone bill that shows your name and current home address).

### **Remote Application**

When applying remotely with the form available on the library's website, the issued card will be good for (3) three months or until proof of identification and residency in the library district is brought in person to the library, at which time a full-use card will be issued.

### **Easy Access Card**

An Easy Access Card provides visitors of any age with the opportunity to borrow one physical item at a time and have access to Overdrive's digital media at no cost. Interlibrary borrows and *hoopla* are not available to Easy Access cardholders. Easy Access Card approved by Mamakating Board of Trustees on June 5, 2019

## **One-Year Temporary Library Card**

A Temporary Library Card is valid from one year of issue. Adult visitors (18+) who will be residing temporarily within the Mamakating Library's service area and who do not permanently reside within any of the Ramapo Catskill Library System's (RCLS) forty-seven chartered library districts, in either served or unserved communities, may apply for a temporary card.

Individuals must present photo identification and proof of permanent residency outside of RCLS in order to receive a temporary card.

The card will be issued in the name of the patron paying the registration fee of \$50.00. Cash and checks are accepted; however, checks must clear prior to card issue. A refund of \$30.00 will be available when the cardholder returns all materials in original condition and surrenders the temporary library card.

A temporary card entitles the cardholder to borrow up to a maximum of *ten* items at a time. Direct access to items will only be available in the Mamakating Library, but holds may be placed on one item at a time from other RCLS libraries, to be delivered to the Mamakating Library.

The cardholder must present his or her temporary library card to check out items.

Temporary Library Card Policy approved by Mamakating Board of Trustees on July 13, 2016  
Amended May 3, 2017

## **Replacement Card, Expiration and Proxy**

If a card is lost or stolen, report the issue to library staff as soon as possible. The card will be blocked to prevent anyone else from using it. The fee for the first replacement card is \$2.00; the fee for the second replacement card is \$5.00.

Cards must be renewed every two years. This may be done by phone if contact information has not changed, but must be in person if changes are to be made to the cardholder's record. Borrowing privileges are unavailable on non-renewed, or expired, cards.

In order to protect patrons' privacy, only the person whose name is on a card may use that card, except when a proxy form has been signed by the cardholder and filed with the library. The proxy form indicates the name of a selected individual the cardholder has designated to check out items and pick up holds.

Approved by Mamakating Board of Trustees on December 5, 2018, Update approved February 10, 2021  
Revision approved on December 8, 2021