



MAMAKATING LIBRARY CARD ELIGIBILITY AND USE POLICY

Mission

The Mamakating Library provides quality materials, services and programs which fulfill educational, informational, cultural and recreational needs of the community we serve in an atmosphere that is welcoming and respectful. The library commits to diversity, equity, and inclusion in our programming and collection and strives to continually strengthen our community capacity for resilience through partnerships with community organizations.

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 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 a permanent residence outside the RCLS service area 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. Proof of ID is required. Proof of residence outside the area is required. The Easy Access Card expires after three months;

Example: *A person staying at a local campground for the summer but residing full-time in Florida, would be eligible for an Easy Access Card.*

One-Year Temporary Library Card

A Temporary Library Card is valid from one year of issue. Adult patrons (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 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.

Example: *A person is on a temporary work assignment and living in our service area for the duration of that assignment but permanently residing in New Jersey would be eligible for this card. The fee is equal or less than the average annual library tax amount for residents of the library district.*

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 (2) 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, including digital borrows via Libby, Hoopla, etc., are unavailable on non-renewed, or expired cards.

In order to protect patron privacy, only the person whose name is on a card may use that card, except when proxy information has been given on the library registration card signed by the cardholder and filed with the library. The proxy information indicates the name of a selected individual the cardholder has designated to check out items and pick up holds. Staff may request ID from proxies prior to checking items out to the cardholder.

Approved by Mamakating Board of Trustees on December 5, 2018

Amended February 10, 2021

Amended December 8, 2021

Amended March 9th, 2026

Amended March 11th, 2026

Related Policies

Interlibrary Loan Policy