

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY  
ISSUANCE OF LIBRARY CARDS

Revised: 2003  
Reviewed 12/18/2004  
Revised 2006  
Reviewed 8/21/2008  
Revised: 2013

Need For this policy:

This policy is to ensure Library Cards are issued to persons entitled to them.

Statement:

Since residents of the Mechanicville School District and the Town of Stillwater support library service through the payment of property taxes, the Library will issue borrower's cards free of charge to residents of the area. Residents outside the Southern Adirondack Library System may purchase a library card. (see below for details)

Policy:

- I. Issuance of Library Cards
  - A. A library card represents a legally binding contract with the Mechanicville District Public Library.
  - B. To check out library materials requires a valid library card issued from one of the libraries in the Southern Adirondack Library System.
  - C. Cardholders agree to be responsible for all materials borrowed, report changes of mailing address or loss of the card promptly.
  - D. Cardholder must be present with a valid library card to borrow items.
    1. Items will only be checked out on issued cardholders cards; unless,
    2. Cardholder gives permission for others to use their card which will be noted on cardholders account;
    3. Cardholder is responsible for all items checked out on card
  - E. To register for a library card:
    1. An Adult (18 years +) must complete and sign an application
    2. Have a valid photo Identification
      - a. License
      - b. Benefit Card
      - c. Passport
    3. Proof of Address
      - a. Envelope addressed to applicant
      - b. Check
      - c. License
    4. To register for a card for a minor child (3 to 17 years of age) requires
      - a. A completed application with the signature and valid library card number of the parent or legal guardian who signs for the card.

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- b. Parent or legal guardian must be present at the time the card is issued. Parent or legal guardian assumes ultimate responsibility for the activity on the child's card.
- c. Only the parent or legal guardian may sign for and authorize a minor child's library card. Parent or legal guardian may not authorize child's card if his/her own card is in a barred status.
- d. Legal guardians may be required to verify guardianship of the minor child.
- e. All family cards are linked. This being the case:
  - i. Parents whose children have fines will have their privileges restricted.
  - ii. Children whose parents have fines will have their privileges restricted.
  - iii. No juvenile cards will be issued if parents have fines.

F. Replacement Cards

- 1. If library cards are lost and/or stolen replacements cards are as follows:
  - a. The first card replaced will cost \$1.00
  - b. The second card \$2.00
  - c. The third \$3.00
  - d. This will follow suit \$4, \$5, \$6 respectively to \$10 when no more cards will be issued until the next year.

G. Non-residents

- 1. Persons not belonging the Southern Adirondack Library System may purchase:
  - a. Single membership for \$10.00
  - b. Second membership for \$7.00
  - c. Third membership for \$5.00
  - d. Fourth + membership \$3.00