

BETHLEHEM PUBLIC LIBRARY

BORROWING POLICIES

Policy adopted by the Board of Trustees March 12, 2001

Policy revised November 12, 2002

Policy revised April 7, 2004

Policy revised January 14, 2008

Bethlehem Public Library cards are issued to residents of the Bethlehem Central School District. All other borrowers residing in Albany and Rensselaer Counties are issued an Upper Hudson Library Access Network (UHLAN) card. Refer to the library's *Borrower Cards* policy for details.

Borrower's Responsibilities

Borrowers are responsible for all materials borrowed on their cards.

Parents and guardians of minors are responsible for materials borrowed on their children's cards.

Change of address or lost/stolen cards must be reported immediately. Materials charged out to an unreported lost or stolen card are the responsibility of the cardholder.

Account Information

New York State confidentiality law prevents the library from disclosing information about the status of an account to anyone but the cardholder.

Lost and Damaged Materials

Replacement cost is charged for all lost or irreparably damaged materials.

Renewals

Library materials not on reserve for other patrons may be renewed twice.

Fines

Overdue fines:

- Books, audio materials, CD-ROMS 10¢ per day
- Videos, DVDs \$1.00 per day
- Maximum fine per item \$ 5.00

Patrons owing \$5.00 or more in late fees forfeit their borrowing privileges.

Loan Periods

- Most items including: Books (except as noted below), recorded books, music CDs, magazines 28 days
- New adult books 14 days
- Videos DVDs, and 7-day Express books 7 days