

BETHLEHEM PUBLIC LIBRARY

LIBRARY CARD POLICY

Policy adopted by the Board of Trustees January 13, 1997

Policy revised February 10, 1998

Policy revised January 13, 2003

Policy revised February 14, 2005

As a member of the Upper Hudson Library System (UHLS) and a participant in the Upper Hudson Library Access Network (UHLAN), Bethlehem Public Library will provide library services to community, county and regional residents according to the following categories and guidelines:

Patrons must present a library card or current ID in order to borrow materials.

Residents of the Bethlehem Central School District

- Adult applicant will receive a Bethlehem Public Library card by presenting valid ID (current drivers' license or other picture ID with proof of current address such as utility bill or lease agreement).
- ID is required for library cards issued to young adults 14 and older if not accompanied by a parent or guardian.
- Youth under the age of 13 need a parental signature in order to receive a library card.
- Cardholder will receive full services of Bethlehem Public Library.
- Card is valid at any UHLAN library.
- Card is valid for 3 years, renewable upon verification of address and telephone number.

Persons residing within the UHLS service area (Albany and Rensselaer Counties)

- Adult applicant will receive an UHLAN card by presenting valid I.D. (see above).
- Parental signature is required for UHLAN cards issued to youth under the age of 18.
- Cardholder will receive full services of Bethlehem Public Library, except for new book reserves and remote access to premium databases. Card is valid for 3 years, renewable upon verification of address and telephone number.

Persons residing outside the UHLS service area

- Applicant will receive a Bethlehem Public Library card by presenting valid I.D. (see above) and paying a \$75 annual fee.
- Card will be designated Bethlehem Use Only.
- Cardholder will receive full services of Bethlehem Public Library.
- Card is valid for all family members for 1 year, renewable upon verification of address and telephone number and payment of annual fee.

Persons working within the Bethlehem Central School District but residing outside the UHLS service area

- Applicant will receive a Bethlehem Public Library courtesy card by presenting valid ID (see above) and documentation of employment in the Bethlehem area (payroll stub, corporate ID tag, or letter on company letterhead.)

- Card will be designated Bethlehem Use Only. Cardholder will receive full services of Bethlehem Public Library, except for new book reserves and remote access to premium databases. Card is valid for 1 year, renewable upon verification of address and place of employment.

Temporary, short-term non-residents

- Applicant will receive a Bethlehem Public Library deposit card by presenting proper ID (see above), providing local and permanent addresses, and paying a \$50 refundable deposit.
- Card will be designated Bethlehem Use Only.
- Cardholder will receive full services of Bethlehem Public Library.
- Deposit will be refunded upon return of card and all borrowed materials.

College students residing outside the UHLS service area.

- Applicant will be issued a Bethlehem Public Library card by presenting proper ID (see above), a current CDLC DAP card, and providing local and permanent addresses.
- Card will be designated Bethlehem Use Only.
- Cardholder will receive full services of Bethlehem Public Library.
- Card is valid until one month prior to end of school year.

Foreign Exchange Students

- Applicant will be issued a Bethlehem Public Library card by presenting proper ID (passport or international driver's license) and providing local and permanent addresses.
- Card will be designated Bethlehem Use Only.
- Cardholder will receive full services of Bethlehem Public Library.
- Card is valid until one month prior to end of school year.

Au pairs, live-in household employees

- Applicant will be issued a Bethlehem Public Library card by presenting proper ID (see above) and providing local and permanent addresses.
- Card will be designated Bethlehem Use Only.
- Cardholder will receive full services of Bethlehem Public Library.
- Card is valid for 1 year, renewable upon verification of employment.