

# BETHLEHEM PUBLIC LIBRARY

## BORROWING POLICY

*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*

*Policy revised December 13, 2010*

*Policy revised August 8, 2011*

*Policy revised December 14, 2015*

*Policy revised January 9, 2017*

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 card 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.

### **Suspension of Privileges for Health and Safety Reasons**

The library may restrict a user's ability to borrow materials and/or visit library facilities when such use may jeopardize the health and cleanliness of library facilities, collections and users.

Should it become necessary to suspend library borrowing privileges in order to protect library collections, facilities or other users, the library patron would be notified of the suspension. Borrowing privileges would be restored when the suspended patron demonstrates that the situation causing the loss of privileges has been remediated.

### **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**

- Books, audio books, music CDs, DVDs \$0.10 per day
- Video games, interlibrary loan items, other electronics \$1.00 per day
- Museum passes \$5.00 per day
- Maximum fine per item \$5.00

Patrons owing \$5.00 or more in fines lose their borrowing privileges.

**Loan Periods**

Museum passes .....	3 days
New and Popular DVDs, video games, electronics, and 7-day Express.....	7 days
New books and magazines .....	14 days
Other items.....	14 or 28 days