

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

Policy revised September 10, 2012

Policy revised August 11, 2014

Policy revised June 11, 2018

As a member of the Upper Hudson Library System (UHLS), Bethlehem Public Library provides library services to community, county and regional residents according to the following 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 picture ID (driver's license, passport, DMV non-driver's ID, etc.) and proof of current address (driver's license, utility bill, lease, etc.).
- 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 14 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 UHLS 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 UHLS card by presenting valid ID (see above).
- Youth under the age of 14 need a parental signature in order to receive a UHLS library card.
- Card is valid for 3 years, renewable upon verification of address and telephone number.
- Some services may be restricted to Bethlehem Central School District residents.

Persons residing outside the UHLS service area

- Applicant will receive a Bethlehem Public Library card by presenting valid ID (see above) and paying a \$150 annual fee.
- Card will be designated Bethlehem Use Only.
- Card is valid for all family members for 1 year, renewable upon verification of address and telephone number and payment of annual fee.
- Card is not valid for Direct Access Program (DAP).

Persons working or going to private school within the Bethlehem Central School District but residing outside the UHLS service area (includes au pairs and live-in employees)

- Applicant will receive a Bethlehem Public Library courtesy card by presenting valid ID (see above) and proof of current address (see above) and documentation of employment by a

business or organization within Bethlehem Central School District borders (payroll stub, corporate ID tag, or letter on company letterhead).

- Card will be designated Bethlehem Use Only.
- Card is valid for 1 year, renewable upon verification of address and place of employment.
- Card is not valid for DAP access.

Temporary, short-term non-residents living in the Bethlehem School District

- Applicant will receive a Bethlehem Public Library temporary card by presenting proper ID (see above), providing local and permanent addresses.
- Check out limited to three items.
- Card will be designated Bethlehem Use Only.
- Card is not valid for DAP access.
- Card cannot be used for interlibrary loan services.
- Card will expire in three months.

College students residing outside the UHLS service area

- Applicant will be issued a Bethlehem Public Library card by presenting proper ID (see above) and a current Capital District Library Council (CDLC) DAP card, and providing local and permanent addresses.
- Card will be designated Bethlehem Use Only.
- Card is valid until one month prior to end of school year.
- Card cannot be used for interlibrary loan services. Interlibrary loan services are provided by college libraries.

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.
- Card is valid until one month prior to end of school year.
- Card is not valid for DAP access.
- Card cannot be used for interlibrary loan services.