

Borrowing Policy:

Each card holder may have an unlimited number of books, audiobooks & magazines checked out.

Each card holder may have a combination of up to 10 Dover-owned media items checked out at one time-- including DVDs, CDs, Video Games, & Software.

The Mid-Hudson Library System limits ILL requests to 50 per card.

Media items must be brought to the desk within 10 minutes of closing.

Borrowing Items:

1 week

DVDs (excluding TV Shows), Magazines, Music CDs, Wii Games, Xbox 360 Games, Appalachian Trail Backpacks, Software, Kilowatt Gauge

2 weeks

All series not grandfathered in to a 1-week loan period, as decided by the DA

3 weeks

Books, Audiobooks, Children's Backpacks

The Dover Plains Library assumes no responsibility for damage caused to a borrower's player by a library disc. The Dover Plains Library maintains the right to refuse to check-in a DVD that does not match the case it belongs to upon return. Patrons are responsible for checking all items prior to return to verify the correct item is being returned.

Library Card Eligibility:

In order to borrow materials, all borrowers must be registered and have a valid local or system patron card to borrow library materials. Applicants under 18 must have a parent or guardian give their consent before a card will be issued. A person's right to use the library will not be denied or abridged because of origin, age, background or views.

To acquire a library card you must present a Photo ID with a valid address in our service area. If your address is different and you are a new resident, your application must be accompanied by both a photo ID and a piece of mail with your name and current address.

Patron Responsibility:

Use of the library card implies acceptance of and adherence to all policies held by the Dover Plains Library. Patrons are financially responsible for all materials checked out on their library card. Guardians who sign for minors to receive library cards are responsible for replacing any unreturned materials or paying any fines incurred on the minor's card.

Renewing Items:

Items may be renewed 2 times if there is no one else waiting for the item. You can renew online, by phone or in person. Additional renewals may be available by phone at the discretion of the desk staff.

Library Card Restrictions:

You must be the owner of the card you are attempting to use. If you forgot or lost your card, you must present a license or photo ID with an address that matches your patron record in order to either purchase a replacement card or check items out.

If you have a family member, caretaker, or friend you'd like to grant permission to use your card to pick up items from the hold shelf only, you must both first sign a consent form. Forms are available at the front desk and on our website. The forms require both parties' signatures. Our computer system will track the permissions once the form has been submitted and a note has been added to the account.

Fines:

DVDs, Tote Bag Buddies: **\$1 per day, \$10 max per item**
All Other Library Materials: **10¢ per day, \$5 max per item**

Your borrowing privileges will be suspended if you owe \$10 or more in fines or charges.

Once an item is 2 weeks overdue we'll send you a notice. If the item is still overdue after 2 months we'll send you a bill for the replacement cost of the item and your library privileges will be suspended until you pay the charges. If at any time your fines or replacement fees go over \$10, you will not be able to check out items.

Fees:

| | |
|-----------------------------------------------------------------------|------------------------------------------|
| Visitor Passes--- you must show a photo ID | \$1, \$2 with fines over \$50 |
| Requested item owned by another library not picked up within one week | \$1 per item |
| Replace a lost library card—you must show a photo ID | \$2 |
| Lost or damaged audio or DVD case | \$2 |
| Lost DVD sleeves | \$1 |
| Lost or damaged CD from an Audiobook | Varies, based on replacement cost |

| | |
|---------------------|------------------------------------------------------------------|
| Scanning | Free |
| Monochrome Printing | \$.25 per page |
| Color Printing | \$.50 per page |
| Copies | \$.10 per page |
| Faxes (incoming) | \$.75 per page |
| Faxes (outgoing) * | \$2.00 for the first page, \$.50 for each additional page |

**Faxing is limited to US & Canada only*

Requesting Items:

If you're looking for an item that is checked out or we don't own, you can request it by using the Public Library Catalog. You can have requested material delivered to any library in the Mid-Hudson Library System. When it arrives we'll call or e-mail you (if you've provided us with your e-mail address) and you'll have 7 days to pick up your items. Any items borrowed from

other libraries which are not picked up after 7 days will be returned and the patron will assume a \$1.00 charge. This charge can be avoided at any time by contacting the library to inform us that the item is no longer needed before the 7 days have expired.

PIN Numbers:

If you've forgotten your PIN, call the Library at (845) 832-6605. Since it's encrypted we won't be able to tell you what it is, but we can delete it so you'll be prompted to enter a new one. You can change your PIN at any time by logging into your account in the Public Library Catalog and clicking Modify Your PIN.

Computer Use:

There will be no food or drink allowed on or near the public computer station. Violations of this policy which result in damage to library equipment will require the violating patron to assume the cost of replacing the equipment.

All users must adhere to the Computer Use Policy that displays at initial login.

All registered patrons are entitled to use their library card for two 1-hour sessions of computer time each day. If other patrons are queued in line for a computer, you may not use your 2 hours consecutively.

Patrons with accounts in good standing (9.99 and under in fines) who do not physically have their library card with them, but would like to use a public computer, will be given a free Visitor Pass after presenting a staff member with a photo ID with an address matching their patron profile.

Visitor passes will be sold for \$1 to patrons not registered at a library within the Mid-Hudson Library System. They are good for 2 hours of computer time on the day it is issued.

The cost of a visitor pass for patrons with fines between \$10 and \$50 is \$1, and \$2 for patrons with fines over \$50.01. A valid photo ID must be presented; the fee will be applied toward the fines on that patron account.

If a child or teen logs on to a public computer with his or her library card, the library assumes no responsibility and must presume the minor has been granted parental permission to do so. For this reason, visitor passes cannot be given to minors under 18 years old unless the parent is present and consents.

Borrowing & Intellectual Freedom:

The Dover Plains Library endorses and defends the concept of intellectual freedom, as protected by the First Amendment of the United States Constitution, and as described in the American Library Association Bill of Rights, the Freedom to read and the Freedom to View statements.

Individual patrons determine for themselves what library materials are appropriate for personal checkout or viewing. Parents or guardians are responsible for overseeing & determining what their children borrow, view or use in the library.

Library staff will not monitor or restrict any patron's borrowing or use of the library, its materials, or its resources based on a patron's age, background or views. At no time will patron records be released by request; parents or guardians are not an exception to this law.

New York State Law (Civil Practice Laws and Rules sec 2307 §4509) guarantees the confidentiality of library patron borrowing records. Your records can only be viewed upon presentation of a subpoena. By law the library is prohibited from revealing a minor's borrowed materials to parents/guardians.

Approved by the Board 7-6-16