ELIGIBILITY AND REGISTRATION: CATEGORIES OF ELIGIBILITY

**Individual Library Cards:**
- Persons who reside in the Mid-Hudson Library System service area are issued a library card at no charge upon presentation of acceptable identification and proof of residency.
- Persons who work, attend school, or own property in the Town of Olive and who reside outside the Mid-Hudson Library System service area are issued a library card, at no charge, upon presentation of acceptable identification and proof of employment or school attendance.
- Persons who possess a current library card from the four Ulster County libraries in the Ramapo Catskill Library System (Craigsanmoor, Ellenville, Gardiner, and Wallkill) are issued an Olive Free Library card, at no charge, upon presentation of acceptable identification and their home library card.
- There is no fee for an initial card, but there is a $2.00 charge to replace a lost card.
- Cardholders in good standing must have cards renewed every three (3) years at which time residency, employment, or school attendance will be verified. This card may be used at any of the member libraries in the Mid-Hudson Library System.

**Temporary Library Cards:**
Temporary library cards may be issued to people living in the Town of Olive on a temporary basis or who are visiting long-term. There is a $25 non-refundable fee per year. To apply for a temporary library card: a person must show acceptable identification, give proof of temporary residency, and must provide the library with a permanent address. Persons with a temporary card are limited to a total of five items checked out at any given time. This card expires in 180 days and may be renewed. Other restrictions may apply.

**Organizations Library Cards:**
Community organizations, schools, government agencies, and businesses of the Town of Olive may apply for an organization borrower’s card with the full privileges afforded an individual library cardholder. A letter on official letterhead signed by the president or chief administrative officer is required. The library card shall be kept by the representative of the organization and may be used for official purposes only. The organization is financially responsible for all materials checked out on the organization borrower’s card.

For applicants under the age of eighteen, the parent or legal guardian must accept responsibility for the use of the child’s library card, and sign the registration form.

**Acceptable identification/Proof of Residency**
- Photo ID with current address
- Photo ID AND one of the following:
  - Utility or tax bill
  - Lease or rental agreement
BORROWING LIBRARY MATERIALS

Responsibility:
In order to borrow library materials, a patron must present a valid library card or photo ID at the time of check out. The patron is responsible for all library materials checked out on their library card. Library Cards are not transferable. For patrons under the age of 18; the adult who signed the registration form takes this responsibility.

Loan Periods and Limits:
Loan periods and limits are designed to balance the individual user’s needs against those of the user community. The following items may be borrowed for 28 days: books, music CD's, and Audiobooks. The following items may be borrowed for 14 days: DVD-TV, Ukuleles, fishing poles, fishing tackle, and Chromebooks. The following items may be borrowed for 7 days: DVDs, Blu-rays, Wii games, and Magazines.

Renewals:
A circulating item may be renewed if it is not on hold for another patron. Items may be renewed in the library, by telephone, by email, or online via logging into the patron's account. Unless there are other patrons waiting all items may be renewed twice with the exception of the Ukuleles, fishing poles and tackle, and Chromebooks.

Return of Items:
Items may be returned to any library in the Mid-Hudson Library System with the exception of the Ukuleles, fishing poles and tackle, and Chromebooks.

Claims Returned:
If a patron feels that they have returned an item and if that item is not on the shelf, then the user may claim the item returned with no penalty. There is a limit of three (3) “claims returned” per user, after which library privileges will be suspended.

Non-Circulating Items:
Newspapers and items whose physical format is very susceptible to damage do not circulate. In addition, items that have been designated for reference use do not circulate. The Library Director may grant exceptions to this rule.

Disclaimer:
The library does not accept any responsibility for damage caused to patrons’ equipment as a result of using borrowed media.

Fines and Fees:
- The library does not assess overdue fines for items checked out at the Olive Free Library.
Lost or damaged items are assessed at their current, full replacement costs. The library does accept replacement materials upon the approval of the Library Director. If the item is found, then a refund of the replacement cost will be made upon presentation of a receipt within three (3) months less the processing fee.

The Library Director has the option of waiving or reducing charges if it is determined that there are extenuating circumstances.

Items belonging to other libraries are subject to the owning library’s fines/fees policy.

Patrons who lose equipment (Chromebooks, fishing poles, ukuleles) are responsible for the cost of the equipment and or any missing or damaged parts.

- Replacement library cards: $2
- Non-resident card: $25 per year.
- Replacement DVD sleeve: $1
- Processing fee for each billed item: $2

Special Services:

- **Reserves or System Holds:** Library users may place a reserve or hold on circulating items within the Mid-Hudson Library System. Patrons may reserve these materials at any Mid-Hudson Library System Library, by telephone, by email, or via the Library’s online catalog. There are no applicable charges. When the items are received and checked in at the library, they will be placed on the hold shelf for one week. If they are not picked up, they will be returned to the shelves of the owning library.

- **Interlibrary Loan Requests:** Library users may request that the Library attempt to locate and borrow for their use a specific book or magazine article that is not available in the Mid-Hudson Library System. The circulation policies of the lending library will prevail. The lending library may charge a fee for its service. The lending library may limit the number of interlibrary loan requests that it will accept. No renewals will be allowed on these items.

Loss of Library Privileges:

A patron may have their library privileges revoked or suspended if one or more of the following conditions exist:

- A patron owes more than $20 in accumulated fines or replacement costs of materials from libraries in the Mid-Hudson Library System.
- A patron has more than three (3) claims returned. See definition above.
- Another library requests the suspension.

Protection of Copyright

It is the intent of the Olive Free Library to comply with Title 17 of the United States Code, title “Copyrights” and other federal legislation related to the duplication, retention, and use of copyrighted materials. During the loan period of library materials, the patron is responsible for all copyright adherence.

Reviewed and amended by the Olive Free Library Board of Trustees, March 2021.