

## **Starr Library**

### **LIBRARY CARD POLICY, TERMS AND CONDITIONS**

#### **Purpose**

A library card grants you free access to a wide array of resources and services, including borrowing books, movies, and other materials, as well as accessing online resources like e-books and databases. To insure fair and equitable access to the materials and information in the Library's collection, Starr Library sets policies for length of loan periods, renewals, reserves, and fees. Starr Library determines which materials may be borrowed and who is eligible to borrow them and reserves the right to modify privileges from time to time for all borrowers.

Starr Library issues library cards under the following guidelines:

1. Residents within the Mid-Hudson Library System service area
  - a. Any individual who lives, owns property or attends school in the Village or Town of Rhinebeck is eligible to receive a Starr Library card free of charge. This card will provide access to all of the collections, programs, and services provided by the library including all online services such as databases, ebooks, and premium digital and streaming services.
  - b. Any individual who resides in the MHLS service area and does not already have a valid card; however, this card will not provide access to any premium digital or streaming services.

Patrons are expected to carry and present their card when using library services. However, patrons may use a photo ID that bears the address that matches the address in their online record maintained by the library. Use of a library card is non-transferable. The Library will merge or delete the records of any user found to have multiple active cards.

Cardholders are responsible for all materials borrowed on their card, all use of the card and all charges made against it, until the card is reported lost to the library. Parents/guardians of minors (patrons under the age of 18) are responsible for materials borrowed on the card of their children.

#### **Eligibility Requirements**

1. When applying for a library card in person, or providing proof of identity to receive a library card from the online registration process, proof must be provided that the applicant lives or pays taxes in the Village or Town of Rhinebeck. Patrons from other libraries will still need to provide acceptable proof of ID and address. A valid government-issued photo ID must be provided along with proof of address.

Below are listed acceptable forms of proof of ID and address:

- Current driver license
- Passport
- College or university photo ID card

- Professional, vocational or union photo ID
  - Armed Services photo ID card
  - Alien Registration photo ID card
  - Medicare/Medicaid card
  - Rent bill or lease agreement
  - Tax bill or receipt
  - Statement from a homeless shelter
  - Bank statement/checkbook
  - Cable, phone or utility bill
  - Any piece of first-class mail delivered by the U.S. Postal Service
2. Minors under the age of 18 must have their application signed by a parent or guardian, who can provide the above identification on their behalf. Parents/guardians are responsible for lost or damaged materials borrowed by their children.
  3. Post office boxes are accepted as mailing addresses, but proof of residence is still required.
  4. Any of the above proofs of address must be dated within the last 3 months, as indicated by the postmark or date of printed e-bill.
  5. Cardholders are required to report change of name or address information promptly.
  6. Starr Library cards are set to expire every 3 years in order to ensure all contact information is up to date.

### **Temporary Cards**

Individuals who are temporarily residing in Rhinebeck (e.g., summer residents, college students, seasonal employees) and whose permanent residences are not within the Mid-Hudson Library System, may be issued a temporary library card if they will reside in the Rhinebeck service area for at least two months (or less at the discretion of the Director). The temporary card is identical in appearance to the traditional library card with three important distinctions:

- The patron must provide both their temporary address and a permanent address.
- The card issued will have an expiration date that coincides with the end date of their residency status. Non-resident student cards will expire at the end of each academic year.
- Patrons will be limited to checking out five items at a time.

### **Online Registration**

Individuals may apply for a Library Card online through our library website or the Mid-Hudson Library System website.

The following conditions apply to Online Library Card registrations:

- Library cards issued through online registration provide access to digital resources such as Overdrive materials and databases.
- Library cards issued through online registration must be verified in person within thirty (30) days of registration.
- Individuals must provide a photo ID and proof of residence (as indicated above) to obtain a permanent library card.

### **Organizational Borrowers**

1. Cards of this type are only available to organizations located in the Village or Town of Rhinebeck.
2. In order to receive an organizational borrower's card, a brief letter of request must be submitted along with a completed application form. The authorized person who signs the application form must show identification and his/her name will be added to the record alongside the name of the organization. The letter must expressly state that the organization will be responsible for all items borrowed on the card, up to and including replacement charges.
3. Only one card will be issued to any organization.
4. If the card is lost, or the organization has a change of address or phone number, the library must be notified immediately.
5. All regulations of the Starr Library apply to the organizational borrower's card.

### **Homebound/Extension Services**

The Starr at Home program is for individuals who can use regular library materials, but are unable to leave their homes due to a temporary or permanent disability. Applications are available at the library or by calling (845) 876-4030.

### **Linking Library Accounts**

Applicants for a library card are given the option to "link" their record to another patron. This service allows for increased ease of navigation between cardholders belonging to the same family or household. Note that linking patron records is solely intended to expedite circulation transactions by allowing for quick navigation between one linked account and the next.

Linking records does not give a patron the ability to view (other than a parent/guardian of a minor), request or borrow items on a card belonging to a patron to whom they are linked.

*(Adapted from Poughkeepsie Public Library District)*

*Adopted and Approved by the Starr Library Board of Trustees: July 24, 2025*