

# **Starr Library**

## **Borrowing Rules and Lending Procedures**

### **Purpose**

To ensure 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.

### **Borrowing Privileges**

- The preferred method of checkout is via a barcoded library card. If a registered patron has a photo ID, and the information on the ID matches the information on the patron's record, materials may be checked out.
- Each borrower is expected to use their own card and is responsible for all materials borrowed on their card. Guardians of minors (under the age of 18) are responsible for materials checked out on their children's cards.
- Library cards are issued free of charge. If a card is lost or stolen, the patron should notify the Library as soon as possible, and may request a replacement card.
- Library cards are non-transferrable and can only be used by the person whose name appears on the card and library record/registration record, unless explicit permission by the cardholder has been made.
- Any holder of a card from a library within the Mid-Hudson Library System may borrow materials from the Starr Library free of charge, with the exception of museum passes.
- The borrowing privileges of any patron with fines or fees of \$10.00 or more will not be able to borrow materials from any library until the account is settled.
- As a member of the Mid-Hudson Library System and the Southeastern New York Library Resources Council, the Starr Library participates fully in the New York State Inter-Library Loan Network and loans unrestricted materials freely to libraries and patrons outside the System and the region. To submit such a request please email [info@starrlibrary.org](mailto:info@starrlibrary.org) or inquire at the circulation desk.
- Library cards are set to expire every 3 years to ensure that patron contact information is up-to-date. The Library adheres to the [Mid-Hudson Library System's residency requirements](#) for new cards and renewals.

### **Loan Periods & Lending Rules**

- The loan period for books, audio books, and multi-disc DVDs is 3 weeks.
- The loan period for DVDs and music CDs is 1 week.
- The most current magazine issues do not circulate. All other magazines may be checked out for 1 week.
- Museum passes are reserveable by Rhinebeck and Rhinecliff patrons only, circulate for 4 days, and are not renewable. Patrons may only check out 1 museum pass at a time.
- Study guides may be checked out for 1 week, with 1 renewal allowed.

- E-books and digital audiobooks may be borrowed through either the Libby or Hoopla apps. The loan period for Hoopla content is 21 days. Libby content may be borrowed for 7, 14, or 21 days. All digital items will be automatically returned on their due date, however both platforms allow for patrons to return materials early in order to help shorten wait times for high demand items.
- Due to Resource Sharing rules, reserved items may only be held for 7 business days. If they are not picked up within that time, those items will be returned to the owning library.
- Reference and Local History Collection materials are for in-library use only.
- Books and other library materials loaned through Inter-Library Loan are loaned for a period determined by the owning library.
- Borrowed items may be returned to any library in the Mid-Hudson Library System.
- Borrowing periods and loan terms may be adjusted for special items or situations and certain procedures may be put into effect at the discretion of a library supervisor.

### **Renewal Rules**

- Patrons must have a library card in good standing in order to renew items.
- The Auto Renewal feature will automatically renew eligible items once.
- All Library materials may be renewed once—in person, by phone, or through their online account—unless another patron has placed a hold on the item or it is subject to special borrowing rules.
- Materials from other libraries are governed by the renewal policy rules of the lending library.
- Patrons who supply an email address will be notified of their renewal via Courtesy Notices.

### **Late & Lost/Damaged Materials**

- As a fine-free library, Starr Library does not charge late fees. Items that are checked out at another library may accrue overdue fines if the other library is not fine-free.
- Items that are lost or damaged must be paid for by the borrower. Items are billed after they are 4 weeks overdue. Borrowers who return billed items in good condition will not be charged overdue fees.
- Patrons will be charged the full replacement cost for lost or damaged items. Replacement materials may be accepted only at the discretion of a library supervisor. If the item is found, a refund of the replacement cost may be made if the return date is within 3 months.
- Library supervisors have the option of waiving or reducing charges on Starr Library materials if it is determined that there are extenuating circumstances.
- Items belonging to other libraries are subject to the owning library's fines/fees policy.
- Billed amounts may exceed the original cost of the item due to processing fees.

## **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 ask that a Claims Returned request be initiated with the owning library. If the owning library approves the request, the patron will not be held responsible for the replacement cost.

## **Book Return**

A book return with both book and media slots is provided for patrons to return materials when the Library is closed.

## **Starr at Home Program**

If a Rhinebeck or Rhinecliff patron is homebound we have volunteers who will bring the books to you! Please click [HERE](#) for more information and to access the online registration form.

*(Adapted from [Marlboro Free Library's Circulation Policy](#))*

Approved by the Starr Library Board of Trustees: November 20, 2025