

# JERVIS PUBLIC LIBRARY

## LIBRARY CARD USE

Jervis Library recommends that each library user (with the exception of preschoolers) have his/her own library card. The transfer of library card privileges from one person to another is discouraged. However, if a person's card is in the possession of another, and the card has not been reported as stolen or lost, staff must assume that the person who has possession of the card has permission of its owner. If a card is lost or stolen, it is the responsibility of the owner to report it immediately. The card will be replaced for a nominal fee of \$.50. (Adult patrons may acquire key chain library cards for \$.50, at any time.)

These guidelines are issued in order to protect and maintain the library collection and to protect cardholders from problems and misunderstandings that inevitably arise when cards are loaned or borrowed, especially when fines and other charges are incurred. Patrons are urged to read the reverse of the Jervis Library/Mid-York Library System card that states: **"The person whose signature appears on this card is responsible for all materials borrowed on this card."** For minors with library cards, the parent(s) or legal guardian(s) are ultimately responsible.

Library users are required to present their cards not only when charging out materials, but also when requesting in-house use of certain services and items (e.g. newspapers, some reference items, and Computer Lab). Additional requirements must be met in order to access the Computer Lab.

The library is prohibited by New York State law (CPLR 4509-Confidentiality of Library Records) from releasing information related to a library user's record, including the library card identification number and any items charged to it. Therefore, in most cases, it is illegal for the library to divulge such information, even to family members and parents. A copy of CPLR 4509 is available in the Public Policy Manual and posted near the circulation area. A patron wishing to borrow materials on another's card should have the card in her/his possession, as well as permission of the card's owner.

At the discretion of staff, a cardholder's family member may from time to time be permitted to charge out items for the cardholder even without the card in hand. An example of this is when a person tells staff that s/he is at Jervis to pick up his/her "husband's/wife's/parents'/child's reserve(s)." That statement alerts staff to the fact that the relative knows a reserve is, or reserves are, available for charge out for the family member.

If the relative does not have in hand the correct card, staff may allow items to be charged against the record of the family member for whom the items were reserved as long as any fines accrued to the card number are below \$3.50, or \$1.50 (see next paragraph). The relative is reminded that in the future s/he should have with him/her the card on which the item was reserved.

Patrons who have incurred fines of \$3.50 or more for adult materials, or \$1.50 or more for juvenile materials, are not permitted to check out library materials. Patrons are urged to have their cards with them whenever they come to the library. However, on occasion, patrons who have forgotten their cards may check out materials providing they are able to show acceptable identification and owe less than \$3.50 for adult materials and \$1.50 for juvenile materials. (Note: All fines, even if under \$3.50 or \$1.50, must be paid within one year of incurrence.)

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