

Library Cards and Borrowing Rules

Effective January 1, 2019; updated 11/1/2019, 12/19/19, 12/4/24

What may I borrow with an Albert Wisner Public Library card, and where may I use it?

Your library card may be used at all of the forty-seven libraries that are members of the [Ramapo Catskill Library System \(RCLS\) consortium](#). RCLS's service area covers all of Orange County, Rockland County and some libraries in Sullivan and Ulster counties. The card is used to borrow books, books on CD, DVDs, music CDs, magazines, items in AWPL's Library of Things, AWPL museum passes, and many other physical and digital items.

Your card also provides free online access to a wide range of digital resources including e-books, streaming movies, music, audio books, current magazines and consumer, genealogy and research databases.

Who is eligible for a library card issued by Albert Wisner Public Library?

Residents of the [Warwick Valley Central School District \(WVCSD\)](#) are eligible to apply for an RCLS library card at Albert Wisner Public Library. RCLS library cards are eligible for use at all RCLS libraries, but only issued at the user's home library. The user's "home library" is where the user resides and pays library taxes, either directly or through their rent. Each user is eligible for only one RCLS library card, regardless of how many properties they may own within the RCLS service area.

How may I apply for a library card?

An application must be completed either online or in person. If the application is submitted online, library staff will contact the applicant when the library card is ready to pick up. Proof of residency in the WVCSD must be presented with a current photo ID before a library card is issued.

What is accepted as proof of residency in the Warwick Valley Central School District and photo ID?

The following are accepted as proof of residency in the WVCSD. They must show full street address, not a post office box:

- Current NYS-issued Driver's License showing street address in the WVCSD on the front (not handwritten on the back.)
- Current Village of Warwick, NY Local Residency Card
- If the street address is not current on the NYS Driver's License, additional proof of residency is required, such as:
 - Current home rental lease
 - Recent (last 2 months) utility or cable bill
 - Current (last 12 months) car registration or auto insurance card

- Recent (last 2 months) cancelled first class U.S. mail
- If the above options are not available, the applicant may ask the Library to mail him/her a postcard. Upon receipt of the postcard, the user will bring the postcard to the Library to serve as address verification.
- When proof of residency does not include a current photo, photo identification may be provided with a recently-expired, state-issued driver's license, a United States Passport, or school or college ID card.

How may a Chester, NY resident who lives in the WVCSD obtain a library card?

Residents of Chester who reside in the WVCSD are eligible for one RCLS library card, either from Chester Public Library or from AWPL. In other words, these residents may choose their “home library.” If the Chester resident obtains a library card at Chester Public Library, they are eligible also to receive a Warwick Local library card, which confers all the privileges available to WVCSD cardholders, including program registration, local holds priority and access to AWPL museum passes and items in the Library of Things. The Warwick Local library card ensures that they receive all the same privileges as if they had selected AWPL as their home library and had obtained an AWPL card.

What is the age required to obtain a library card?

There is no age requirement to get a library card. However, since parents or legal guardians are financially responsible for all material borrowed on a minor's (under the age of 18) card, the parent or legal guardian must give a minor permission to receive a library card by signing the minor's library card application. Their signature acknowledges that they are aware of this responsibility. The minor must be present when the library card is issued unless special arrangements have been made. Applications, with signed parent/legal guardian permission, are required with any school-sponsored library card campaign.

What type of identification is necessary to get a library card for a minor?

- **Minors ages 0-12:** Library cards are issued to children up through age 12 using a parent/legal guardian's identification as proof of residency. If a parent/legal guardian has a valid RCLS library card with an address in the WVCSD, that record may be used as proof of residency. Parents/legal guardians must bring their child to the Library when applying for a minor's library card.
- **Minors ages 13-17:** Library cards are issued to minors ages 13-17 with proof of residency in the WVCSD. A valid photo ID from a school in the WVCSD or an NYS driver's license or permit are all acceptable as proof of residency. A parent/ legal guardian must sign the application before the library card is issued, in order to acknowledge financial responsibility for the materials checked out on the card. If the parent/legal guardian is unable to come to the Library with the student, the Library will mail the application for the parent's signature, and the card will be issued when the

signed application is returned. The student may borrow up to three items before the Library receives parental consent.

Will the Library prevent a minor from borrowing certain library materials?

Generally, no. In keeping with the principles of equal access to information and materials for all patrons, it is AWPL's policy **not** to act *in loco parentis* (in place of the parent.) See Appendix - *Free Access to Libraries for Minors*. Therefore, AWPL will allow minors access to any type of material **except** for items restricted to adult cardholders for safety or financial reasons such as electronic equipment, items in the Library of Things and museum passes. There are no age restrictions on access to any type of reading or audiovisual materials, including video games.

If a parent or legal guardian does not wish their child to read, watch or borrow particular materials, they will need to specify and manage these restrictions directly with their child. AWPL is not responsible for a child's choice of materials.

Will the library suspend a minor's library card at the request of the parent/legal guardian?

Yes. If a parent/legal guardian wishes to withdraw responsibility for their minor child's card, library staff will suspend the child's borrowing privileges. The parent/legal guardian can reinstate the child's privileges at any time.

What happens when the minor turns 18?

When a library cardholder turns age 18, their card will automatically change to 'adult' status. The parent/legal guardian will no longer be financially responsible for items borrowed on that card, nor will they have the authority to have that cardholder's borrowing privileges suspended.

What other types of library cards are issued by AWPL?

- **Fee-Based Library Card for Non-Residents**

Residents who live outside the RCLS service area, but in a community that supports public library service, may apply for an AWPL RCLS library card. (This usually refers to New Jersey residents but may include residents from other areas. *It does not apply to residents of the Minisink Valley School District, which does not support a public library.*) Photo ID with current street address is required along with the completed library card application. Non-Resident cards are issued for an annual fee per household. The fee serves in lieu of the annual library taxes that the average Warwick household pays to support AWPL, and it is subject to change. Each member of the household residing at the same address is entitled to receive a library card. It is valid for one year and is renewable upon payment of the annual fee. These cards may be used at all libraries in RCLS, and they entitle cardholders to all AWPL borrowing privileges.

- **Limited Warwick Local Library Cards for Non-Resident Teachers and Students**

Students who live outside the RCLS service area (or in un-served areas including the Minisink Valley Central School District) but who attend a school located in the WVCSD are entitled to a no-fee, one-year Limited Warwick Local card. This card may be used to check out AWPL library material only and does not entitle the student to participate in AWPL programs. Cards are issued only to currently registered students, and do not extend to their siblings or other family members. The parents/legal guardians of the student are responsible for providing verification of attendance at the school within AWPL's district and are responsible for all material checked out on a student's library card. The card is issued for one school year and expires on June 30th. It is renewable while the student is enrolled at that school. The parent/legal guardian must inform AWPL if the student withdraws or graduates from that school, at which point the library card will no longer be valid.

Limited Warwick Local cards are also issued to teachers who work at a public or private school in the Warwick Valley Central School District but who live outside the RCLS service area, or in areas not served by a public library (including the Minisink Valley Central School District). These cards are issued to teachers for personal use, are issued for a school year and expire on June 30. They are renewable while the teacher is employed at the school.

- **Organizations within WVCSD**

Organization library cards may be issued to staff who work at agencies in the WVCSD such as nursing homes and adult care centers. These cards are kept at the Library and may be used only to check out books, DVDs, books on CD and magazines. The staff member who applies for an organization card is responsible for all material checked out on the card, and must present photo ID, current street address and proof of employment at the organization within the WVCSD. Organization cards are issued for one year and are valid while the card holder is employed at the institution. They may be renewed annually with updated proof of employment and address verification.

- **Business Owners within WVCSD**

Individuals who reside outside the WVCSD, but who own a business or property in the district are eligible for an AWPL library card. These individuals must use the business address as their home address and must provide proof of business address and current identification that names them as the business owner, such as a valid business license. Business owners' library cards are issued for one year and must be updated upon renewal.

May residents of the Minisink Valley School District obtain RCLS library cards at AWPL?

No, residents of the Minisink Valley School District (MVSD) are not eligible to receive RCLS library cards at AWPL. They are ineligible to purchase AWPL non-resident cards because they live in an area that does not pay tax support for public libraries. Occasionally, special arrangements are made by MVSD towns with other RCLS libraries to provide RCLS library cards for their residents. MVSD residents should contact their local town authorities for current information about such opportunities.

However, students and teachers who live in the MVSD, but who are enrolled or teach in a public or private school in the WWCSD, are eligible to receive a Limited Warwick Local library card. See above for more details. Staff who live in the MVSD and work at institutions in the WWCSD, such as nursing homes and adult day care centers, are eligible for Limited Warwick Local library cards also.

May I enter my library card barcode in my smartphone and use it at AWPL to borrow material?

Yes, library cards barcodes on smartphones may be used at AWPL.

Do library cards expire?

Generally, no. The only AWPL RCLS library cards that expire are the following special cards: Organization, Business, Non-Resident, and Limited Warwick Local library cards. However, it is the card holder's responsibility to update contact information when it changes. If the user moves out of the Warwick Valley Central School District, the AWPL card is no longer valid. If the user continues to reside elsewhere within the RCLS service area (Orange/Rockland counties, parts of Sullivan/Ulster), the user's new home library can issue a new card.

I lost my library card. How may I obtain a new one?

Visit the Circulation Desk for a free replacement card. The replacement card number will be new, and the old card number invalidated.

Are all users' library records confidential?

Yes. New York State Law CPLR 4509, NY Statutes, 1993, protects the confidentiality of all library users' records (See Appendix - *NYS Confidentiality Law*.) Access to information in a user's record is only available either with the user's authorization, or by order of a court of law.

AWPL BORROWING RULES

Library cardholders are responsible for all materials checked out on their library card, *regardless of who uses it*. This responsibility includes the return of the item by its due date in the condition in which it was borrowed. Fines may apply to some items that are late, and replacement fees are charged for lost or damaged items. Because of this responsibility, cardholders must carefully consider permitting others to use their card and should report the card as lost or stolen as soon as it is missing.

For how long may I borrow material?

Loan periods vary by type of material and are subject to change. See AWPL Loan Periods and Fines.

How many items may I borrow?

Generally, a user may borrow up to fifty items at once, but there are some limits to the number of certain items that can be borrowed (see AWPL Loan Periods and Fines).

How do I know when my library materials are due?

A printed receipt showing the title and due date for each item checked out is provided at check-out. Information on a user's library account, including due dates and holds placed, is also available online. Also, a user may call the Library's Circulation Desk at (845) 986-1047, ext. 3 to check on due dates.

Will I receive notification when my library materials are overdue?

Users who have specified email notification on their library accounts will receive an email 3 days before an item is due. When the item is overdue, the user will be notified by email, (or phone, if that is the preferred method) twice: first, after seven days; then again at 14 days. When the item has reached its maximum number of renewals and is 30 days overdue, the item will be considered lost, and its replacement cost will be charged to the user's library account.

How do I renew my library material?

Library materials may be renewed (if eligible to be renewed) online, by phone or in the Library. Many items are available to be renewed twice. See AWPL Loan Periods and Fines, below.) Items may not be renewed if other patrons are waiting for them.

What is courtesy renewal?

If an AWPL item is eligible to be renewed, it will automatically renew at its due date. Some other libraries do not offer courtesy renewal of their materials. A user should not assume that an item will be courtesy renewed; if it is not, the user may be responsible for overdue fines. Users will be notified by email if the item is courtesy renewed.

Users can check their library account online to see items' due dates. AWPL allows all items to be courtesy renewed, if renewals are allowed and if the item is not on hold for another user.

Why wouldn't an item be renewable?

An item that is on hold for another user is never renewable. Also, some AWPL items are non-renewable, to allow other users faster access to them. See AWPL Loan Periods and Fines, below.

If I borrow an item from a library that does not allow courtesy renewals, will I be able to renew it?

Libraries that do not offer courtesy renewal do allow many of their items to be renewed if they are not on hold for another person. If the item is available to be renewed it may be renewed online, in person or at the library.

Do library materials have overdue fines?

As of November 1, 2019, all library materials are fine-free except for video games and video game consoles, museum passes, Literacy Tote bags, and equipment such as Kindles and items in the Library of Things. Replacement costs will be charged for items that are 30 days overdue, at which point they are considered lost. Library cards are suspended when their fees reach or exceed \$10.00, and privileges are restored when the balance is brought below \$10.00.

What if I damage or lose library material?

It is the cardholder's responsibility (or parent/legal guardian, in the case of minor cardholders) to pay all fines/fees accrued on a library card, including replacement costs for lost/damaged material. In some cases, the Library will consider waiving the replacement fee when the user can provide an identical replacement copy; the Library reserves the right to determine whether the proposed replacement meets this requirement. Lost/damaged items belonging to other libraries generally cannot be replaced and must be paid for by the user.

If I check out another RCLS library's item at AWPL, do the borrowing rules change?

In most cases, no. As of May 1, 2018, AWPL's borrowing rules (length of loan, renewals and fines) apply to all items checked out at AWPL, regardless of which RCLS library owns them.

Are there any items at AWPL that I may not borrow?

Yes, there are. Reference items are non-circulating; they may be used only within the library building. Both the adult and juvenile departments have limited reference collections, and most of the Local History items in the Wisner Room are Reference. Photocopies may be made on the Library's self-service, coin-operated copier. It is the user's responsibility to abide by all applicable copyright laws when making photocopies of material.

How may I request an item that's available at another RCLS library?

Most items are available by placing a hold. The user can place a hold through Aspen Discovery, the online catalog for the RCLS consortium, or by calling the Library's Help Desk at (845) 986-1047, option 4. A library card in good standing and the user's PIN are needed to place a hold. The item will be delivered to AWPL, or to any RCLS library chosen by the user, when it becomes available. The user receives notification by email, phone or text message when the item is ready for pick-up. The item

remains on the hold shelf for four days and is returned to the lending library if not picked up by the borrower on time.

May I borrow something that is unavailable at any RCLS library?

Often, material unavailable within RCLS is available from another public library in the United States. AWPL will attempt to locate and borrow this material for the user. The lending library sets the borrowing rules for their own materials.

**AWPL Loan Periods and Fines
Updated December 2024**

Item	Loan Period	Holds	Renewals	Restrictions	Fine	Maximum Fine	Loan Qty per Card	Overdue Notices	Days to Lost
ALL ADULT, TEEN AND CHILDREN'S MATERIALS, EXCEPT THOSE LISTED BELOW:	3 weeks	yes	2	N/A	N/A	N/A	50 items and 30 holds per card	7, 14 days	30
<i>Adult Express Books</i>	3 weeks	no	none	N/A	N/A	N/A	2 per card	7, 14 days	30
<i>Video Game Discs & Cartridges</i>	1 week	yes	1	N/A	\$1/day	\$10/item	2 per card	7, 14 days	30
<i>Gaming System</i>	3 weeks	AWPL cards only	none	Check out on AWPL adult card only	\$2/day	\$10/item	1 per card	7, 14 days	30
<i>Kindles</i>	3 weeks	AWPL cards only	2	Check out on AWPL adult card only	\$2/day	\$10/item	1 per card	7, 14 days	30
<i>Museum Passes</i>	3 days & 2 nights	AWPL cards only	no	Check out on AWPL adult card only	\$10/day	Replacement cost of pass	1 per card	7, 14 days	30
<i>Library of Things Items</i>	1 week	AWPL cards only	1	Check out on AWPL adult card only	\$10/day	\$50 or item replacement cost (lower of the two)	2 per card	7, 14 days	30
<i>Children's Literacy Totes</i>	2 weeks	no	no	N/A	N/A	N/A	1 per card	7, 14 days	30
<i>Children's Launch Pads</i>	3 weeks	AWPL cards only	1	Check out on AWPL adult card only	\$2/day	\$10/item	1 per card	7, 14 days	30

APPENDIX

NEW YORK STATE CONFIDENTIALITY LAW

New York State Law protects the confidentiality of Library users' records.

#4509. Library Records

Library records which contain names or other personally identifying details regarding the users of public, free association, school, college or university libraries and library systems of this state, including

but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of materials, title reserve requests, or the use of audiovisual materials, films, records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user pursuant to subpoena, court order or where otherwise required by statute.

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APPENDIX

AMERICAN LIBRARY ASSOCIATION: LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*Adopted June 19, 1939, by the ALA Council
Amended October 14, 1944, June 18, 1948, February 2, 1961, June 27, 1967
and inclusion of "age" reaffirmed January 23, 1996.*

APPENDIX

AMERICAN LIBRARY ASSOCIATION: FREE ACCESS TO LIBRARIES FOR MINORS

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article 5 of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background or views." The "right to use a library" includes free access to and unrestricted use of all services, materials and facilities the library has to offer. Every restriction on access to and use of library resources, based solely on the chronological age, education level or legal emancipation of users violates article 5.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user and resources appropriate meet those needs and interests must be determined on an individual basis.

Librarians cannot predict what resources will best fulfill the needs and interests of any individual based on a single criterion such as chronological age, level of education or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents -- and only parents -- have the right and responsibility to restrict the access of their children -- and only their children -- to library resources.

Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between the parent and the child. Librarians and governing bodies have a public and professional obligation to provide equal access to all libraries resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted by the ALA June 30, 1972. Amended July 1, 1981; July 3, 1991 by the ALA Council