

Raquette Lake Library
Lending rules and non-resident borrowing policy

Applications for a Raquette Lake Library card are available at the Library. Residency is not a requirement. There are no fees associated with applying for a library card. The requirements for obtaining a library card are a valid driver's license, non driver's license ID, or passport and proof of current address, which are to be presented with the application.

Applications can be obtained and submitted in person at the Raquette Lake Library. Applications can also be obtained online and proof of ID/address mailed to the Library at P.O. Box 129, Raquette Lake, NY 13436 or emailed to cdufft@sals.edu .

The library card is not transferable. Only the person issued the card may use it. However, parents may borrow items for their children on their card or items for themselves on their child's card. Children 8 and over may apply for their own library card.

By registering for a card, the applicant agrees to follow the rules and policies established by the Raquette Lake Library and to be responsible for all materials borrowed on their card.

Library cards may be used at other member libraries in the Southern Adirondack and Mohawk Valley Library Systems. Check with the library you wish to borrow from about their borrowing policies.

Only patrons in good standing may borrow materials subject to the Library's policy. To be in good standing, a patron cannot have any outstanding debt incurred through lost or damaged items (as described below).

Borrowing Limits:

New patrons may borrow up to 7 items at a time during the first 3 months of membership, which includes a maximum of 3 DVDs. After 3 months new cardholders may borrow a maximum of 25 items, which include a maximum of 3 DVDs (5 per family).

Juvenile patrons may not borrow audio-visual items not recommended for their age without the parent/guardian/caregiver's explicit consent.

Loan Periods:

- 3 days for DVDs
- 14 days for books and audiobooks
- For electronic items the system sets up automatic deadlines.

Items may be renewed by telephone or if the item is not yet overdue, materials can also be renewed online via the Polaris web catalog (<http://pac.sals.edu>).

Fees and charges:

The Raquette Lake Library does not charge late fees. However, the library charges for lost and/or damaged materials. Materials borrowed from other libraries in the Southern Adirondack Library System ("SALS") may incur late fees which are automatically calculated by the system.

Outstanding Debt:

Any card with a charge of \$3 or more to any library in the MVLS/SALS, will have all privileges at the Library suspended until the account is brought below those monetary thresholds.

Overdue Notices:

When an item is 14 days overdue, the patron will receive a reminder phone call or a notification in writing. When an item is 30 days overdue, it is considered lost, whether or not a patron received a prior reminder call or notice of overdue item.

Replacement Fee:

Patrons will be charged the replacement value for lost items. Items borrowed from other libraries will have fees assessed by the library that owns the item.

Damaged Materials:

It is a patron's responsibility to return items in the same condition they were in when borrowed. If an item is damaged and cannot be repaired to a condition that makes it suitable for circulation, it is considered lost and the replacement value will be charged.

Items borrowed from other libraries and returned damaged to RLL will have item condition and fees assessed by the library that owns the item.

CONFIDENTIALITY: The RLL Board of Trustees recognizes that its circulation records and other records identify the names of library users to be confidential. The New York State Confidentiality Law protects the privacy rights of library users. This law prohibits the release of any information revealing the name of a person and his/her library use without a properly executed subpoena from a court of law. All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations and will not be disclosed to others unless pursuant to a subpoena or court order, or where otherwise permitted by law. This policy applies to all resources regardless of their format or means of delivery as well as to all services offered by the Library. When the Library Director receives any law-enforcement request for patron information the Director will consult with the Southern Adirondack Library System and the Library's attorney. The Director will also keep the Board of Trustees informed. Under no circumstances will library staff release the name of a patron who has an item checked out, or other identifiable information of library users. Confidentiality of library records is governed by New York CPLR 4509, available at <https://newyork.public.law/laws/n.y.civil.practice.law.section.4509>

Adopted on January 11, 2021