

Borrowing of Library Materials

1. ELIGIBILITY:

Any resident of the Highland Central School District is eligible to apply for a Highland Public Library card. This is also extended, at the discretion of the Library Director, to those whose special circumstances would warrant.

2. APPLICATION FOR BORROWING PRIVILEGES:

Anyone eligible and wishing to obtain a Highland Public Library card should complete the required form. Evidence of residency is required. Applications of persons under fourteen (14) years of age require the signature of a parent or guardian attesting to their willingness to assume responsibility for library materials borrowed. Children must be able to write at the very least their first name on the registration form to get their card. The information obtained in the application process is for the sole use of the library as per law. Non-resident cards are available to residents of Ulster County living in unserved area on New Paltz School District, Town of Lloyd and summer residents.

3. UNIVERSAL OR RECIPROCAL BORROWING CARD OF THE MID-HUDSON LIBRARY SYSTEM

The Highland Public Library is a member of Mid-Hudson Library System (MHLS) which permits reciprocal borrowing. Any Highland Public Library card holder may use their card at any other MHLS member library to borrow materials. Materials borrowed may be returned to any member library of the MHLS.

4. SYSTEM HOLDS AND INTERLIBRARY LOAN

Patrons may request materials from other libraries in the MHLS through use of system holds. Patrons who wish to borrow materials which are currently on loan to another patron may place a request on the item in person, online or over the phone. When the item becomes available patrons will be notified either by phone or by email depending on the patrons preferred method of contact. Items must be picked up within seven (7) days. Materials not found in the MHLS may be requested through Inter Library Loan. This service provides access to library collections in the Southeastern New York Library region as well as throughout New York State and the country.

5. BORROWING PERIOD

The majority of library materials may be borrowed for up to three (3) weeks. They can be renewed in person, online or by phone one (1) time for an additional three weeks as long as there is no one else waiting for them. The only exceptions are DVD films, and museum passes. Feature films on DVD may be borrowed for one (1) week and renewed one time for an additional week. Television series on DVD may be borrowed for up to two (2) weeks and renewed one time for an additional two weeks. Museum passes may be borrowed for one (1) week with no renewals. Patrons with fees owed of more than ten (\$10) dollars or still holding overdue materials are not permitted to borrow or renew any library materials.

6. CHARGES FOR OVERDUE MATERIALS AND CARD REPLACEMENT

Highland Public Library is fine free. No fines will be accrued when an item is overdue. However, if a patron has one or more items overdue they may not check out any other items. Patrons will be expected to pay for repair or replacement of any item they have lost or damaged. If a library card is lost the cost to replace it is two (\$2.00) dollars.