

## LIBRARY CARDS

*Policy:* The Suffern Free Library issues library cards to residents of the Ramapo Central School District so residents can borrow materials and/or attend programs that require residency identification.

*Regulations:*

1. The library issues three types of cards:
  - A full service card is issued to a person who can prove residency in the Ramapo Central School District. Full service includes borrowing or interloaning of materials and attendance at programs that are limited to residents.
  - A limited access courtesy card is issued to an employee of the school system or of a business located within the boundaries of the Ramapo Central School District. If the person lives within the Ramapo Catskill Library System he/she would use his/her “home library” card. A limited courtesy access card only allows borrowing from the Suffern Free Library and does not allow interloaning or attendance at resident only programs.
  - A limited access card is issued to an out of RCLS area person who is not employed in the library district. An annual fee is charged and the card can only be used to borrow Suffern Free Library materials (not for program attendance). The annual cost of this card is determined by the per capita cost paid by residents.(in 2009 the cost is \$104)
2. Applicants must have a photo ID (acceptable IDs are a NYS Driver’s license, a non-driver ID issued by motor vehicles, a passport, a school id, senior citizen id, employer id, recreation ID)
3. Applicants must show recent proof of address (such as Driver’s license, utility bill, cable bill, tax bill or lease, car insurance, current personal mail). When necessary, resident addresses will be verified by the Ramapo tax assessor’s office.
4. Children’s cards
  - Children are eligible for cards the summer before they reach kindergarten age
  - An application for a children’s card must be signed by a parent or a legal guardian
  - For a child to get a card a parent or legal guardian must have a card (and be able to show photo and address ID as above)
  - Are converted to adult status when the child turns 18.
5. The first library card is free. The replacement cost for a lost card is \$3.00
6. Upon application and verification of address:
  - Patron can borrow two items at time of application
  - Library card is mailed to patron as a second form of address verification
  - Patron should have card within five days.
7. Staff members use the card issued by their home library (where they reside)
8. A teacher may pick up applications for a classroom in order to have cards prepared in advance of a class visit. Parents should sign the applications.
9. Library card applications are kept on file for one month and are then discarded.
10. Library cards must be presented to borrow items. The exception is when the library delivers to homebound people.

11. The library registers other libraries for the purpose of inter-lending to those libraries.
12. The library issues internal use cards for departmental reserves or for training.
13. The library will not reveal library card information to any other agency or third party unless presented with a legal subpoena to do so.

Approved by the  
Board of Trustees  
April 26, 2005