

Suffern Free Library - Library Cards

Approved by Suffern Free Library Board of Trustees on 06/28/2022

This policy supersedes all prior policies and practices relative to this subject.

The Suffern Free Library issues library cards to residents of the Suffern Central School District so residents can borrow materials, access our digital resources and/or attend programs that require residency identification.

1. The library issues two types of cards:
 - a. A full service card is issued to a person who can prove residency in the Suffern Central School District. Full service includes borrowing or interloaning of materials, use of digital resources and attendance at programs that are limited to residents.
 - b. A limited access courtesy card is issued to an employee of the school system or of a business located within the boundaries of the Suffern Central School District, who does not reside within the boundaries of the Ramapo Catskill Library System. If the person lives within the Ramapo Catskill Library System, he/she would use his/her “home library” card. A limited courtesy access card restricts borrowing from the Suffern Free Library and does not allow interloaning. These cards expire after one year and will be subject to renewal.
2. Adult applicants must present a valid unexpired government issued photo ID (ex., driver’s license, non-driver ID issued by DMV, United States passport, Suffern Central School ID, senior citizen ID, or Town of Ramapo recreation ID)
3. Adult applicants must also show current proof of residency (such as bank statement, utility bill, tax bill or lease, car registration or current personal mail). Digital proof is acceptable. Resident addresses will be verified by the Ramapo Tax Assessor’s office.
4. Children are eligible to apply for cards at age five. An application for a children’s card must be signed by a parent or a legal guardian. For a child to receive a card, a parent or legal guardian must have a valid library card and be able to show photo and address ID as above. Children’s cards are converted to adult status when the child turns 18.
5. Upon application and verification of address:
 - a. Patron can borrow two items at time of application
 - b. Library card is mailed to patron as a second form of address verification
6. Staff members can use the card issued by their home library or may be issued an employee card where they work – but not both.
7. Library card applications are kept on file for one year and then are shredded.

8. Library cards or current photo ID (as indicated above), must be presented to borrow items. Only the card holder can present their card to checkout materials other than to pick up holds, and then only if proxy permission has been granted.
9. The library will not reveal library card information to any other agency or third party unless presented with a legal subpoena to do so.
10. Library staff are not exempt from following borrowing rules and are free from overdue fines.