



Hamlin Public Library

1680 Lake Rd.

Hamlin, NY 14464

Phone (585) 964-2320 * Fax (585) 964-2374

www.hamlinlibraryny.org

Library Card Policy

Borrowing

A current Monroe County Library card in good standing is required to borrow materials at the Hamlin Public library. When a patron checks materials out of the library they must present their Monroe County library card or a state issued photo ID with current address.

It is free to borrow materials at the library but materials should be returned before the library closes on the date they are due. Materials returned after the due date are considered overdue. (All items placed in Hamlin Public Library's outside return bin overnight are backdated to the previous business day). Fines will accrue for each day an item is overdue until it is returned or the maximum fine is reached. If fines or charges exceed \$20.00, borrowing privileges may be suspended until the amount is reduced. If a borrower owes \$35.00 or more, the account will be referred to a collection agency.

Borrowers are responsible for all materials borrowed on their library card. This includes items that are damaged or lost. Change of address, lost or stolen cards should be reported immediately. Materials charged out to an unreported lost or stolen card are the responsibility of the borrower. A replacement card may be issued for \$1.00 if a card is lost or stolen.

Library cards are renewed annually. A Photo ID with current address may be requested in order to renew the library card. All financial obligations, including fines and fees for replacement items, must be paid before the renewal occurs.

Registering for a card

Patrons can register for a library card at any Monroe County Library if they are a Monroe County resident or own property in Monroe County. Patrons will be required to show a state issued identification that includes a photo and current address to verify identity and County residence.

The Monroe County Library System (MCLS) charges a fee for a library card issued to anyone who lives outside of the county or who does not own property within Monroe County. Effective January 1, 2016 there is a \$25 charge for a MCLS library card issued to anyone who lives outside of the county, or who does not own property or a business located within Monroe County.

Hamlin Public Library also may issue a "restricted" card to out-of-county residents at no charge for borrowing privileges at the Hamlin Public Library only. Restricted cardholders cannot use these cards at other libraries, place holds or use any digital resources (e-books, etc.).

Children

- Children must be 5-17 years old to get a library card

- Parent/guardian must be present to sign the blue registration/permission card
- Parent/guardian must have photo ID with current address with them at time of registration
- Children that are newborn-8 years old may receive an early literacy card. The card has a limit of 5 children's items that may only be checked out when the child is present. All items checked out on this card must be children's items (no teen or adult items).

Reminders for issuing and using any cards

- The computer will be checked first to make sure that the patron does not already have a library card from another library.
- Town codes on the computer record should reflect whatever town the patron lives in.
- If the address on a patron's license is not the current one, we will accept it handwritten on the back of the license.

Although a driver's license is the best form of ID, other acceptable options for verifying information include a photo ID and one of the following which contains a current address:

- Passport
- A piece of mail/utility bill sent to the patron
- Checks/checkbook
- Car registration
- Lease/mortgage papers

Approved by the Library Board of Trustees- June 5, 2024