

# **Lending Rules of the Livingston Free Library**

## **Registration**

The Livingston Free Library issues bar coded library cards to residents of and property owners in the Town of Livingston. Children up to the age of 18 must have a parent or guardian sign the registration card acknowledging responsibility for any lost or damaged items. Acceptable forms of identification and proof of residency include official government IDs such as a driver's license; school ID card, a recent postmarked nonpersonal envelope such as a utility bill

Patrons can apply for a library card from online registration. At the end of 1 month, the patron must come into the library and show photo ID to receive a permanent library card. If this does not happen, a block will be put on the temporary online card until the patron come in with a photo ID.

## **Circulation and Fines**

Patrons can borrow physical items (books, DVD's, CD Books and magazines) from the library, check out e-material items (e-books, e-audio books and downloadable magazines) museum passes and take courses offered on the library website with their library card.

1. Circulation period is 3 weeks for all items.
2. In addition to the Livingston Free Library collection, patrons may borrow items through inter-library loan system of Mid-Hudson Library System.
3. As of January 15, 2020, the Livingston Free Library is "Fine Free", there are no overdue fines.
4. Items that have not been returned after 2 months; the patron will be billed for that item. If returned to the library, there will be no charges.
5. If an item borrowed from the Livingston Free Library is damaged, lost or stolen the patron must pay for a replacement of the item.

## **Renewals**

Any material that does not have a hold on it can be renewed once (automatic renewal by system). Patrons may renew in person, online or by telephone. System Holds Patrons can request library materials from any library in the Mid-Hudson Library System through our website or the Circulation Clerk will help a Patron in the Library or by telephone.

Patrons will be notified by telephone, email or text when a hold becomes available. Items will be held for two weeks for pick-up