

VALLEY COTTAGE LIBRARY

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • www.vclib.org



LIBRARY CARD POLICY

Library cards are issued to Nyack School District residents residing in Valley Cottage as a mechanism to offer library materials and services to fulfill its mission. Library membership is available to all Valley Cottage residents. Proof of residency is required to receive a library card. All cardholders accept responsibility for all use made of their library card and agree to immediately report its loss or a change of address.

The Library issues a **full service library card** to residents who show photo ID and one proof of residency within Valley Cottage. (See regulations for residents between the ages of 16 to 17). This card qualifies the user for direct access; that is, the ability to borrow materials from Valley Cottage Library and any other library within the Ramapo Catskill Library System.

Individuals who apply for a full service library card through our website will be required to bring photo ID and proof of residency as described below to the library to activate its use for the first time.

Regulations for issuing a card:

- Photo Identification -Acceptable forms of photo identification are: driver's license, state ID card, passport, military ID, school ID, or employment ID. These may not be expired and must include both name and photo.

- 1 form of ID with current Valley Cottage street address is required.
 - For adults, a valid driver's license, recent utility bill, current apartment lease, car registration or car insurance card are examples of acceptable proof. A post office box is not proof of residency.
 - For residents age 15 and under a parent/legal guardian must present the same documentation as above.
 - A resident aged 16-17 may apply for a card using a photo ID in the form of a current learner's permit, driver's license, or high school ID that includes both name and photo. If photo ID is a school photo ID, a current school report card is also required.

Individuals who live outside RCLS but who own, lease or rent property within Valley Cottage are also eligible for a full service library card by showing photo ID and

valid proof of residency in Valley Cottage such as a current real estate tax bill, lease or rental agreement as well as proof of their primary residence.

Au pairs and residents of a nursing home or group home/shelter located within Valley Cottage are considered permanent residents and are eligible for a full service library card by showing photo ID and valid proof of residency in Valley Cottage. A letter of residency issued from the au pair's employer or the director of the nursing home or shelter are required.

The Library also issues a **local limited service library card** for those residents who cannot or will not show a photo ID. They must show 2 proofs of residency within Valley Cottage as described above. This card enables the user to borrow materials owned by Valley Cottage Library. No direct access services are provided to this card holder. Holds are limited to 5.

Teachers who work in a Nyack School District school but reside outside the RCLS area may apply for an **annual (school year) library card**. One proof of permanent address, a current payroll stub and picture ID from the school district must be provided. This card is valid for one year, renewable by showing the proof of employment and residency at the beginning of each school year. No direct access services are provided to this card holder.

Employees of businesses located within Valley Cottage who do not own, lease or rent property in Valley Cottage and are not eligible for an RCLS card may purchase a **temporary library card** for \$25/year. Photo ID and one proof of address as well as proof of employment in Valley Cottage are required. Limits on holds and maximum check outs apply. No direct access services are provided to this card holder. This card is valid for one year, renewable by showing the ID and proof of employment each year.

A non-resident of the Ramapo Catskill Library System may purchase a **full service library card** for an annual fee. This per capita fee is reached by dividing the population of the Nyack School District by the current annual budget of the Valley Cottage and Nyack libraries. The 2017 fee is \$244 per person. This card enjoys direct access services. One proof of permanent address with photo ID are required (see examples of acceptable photo ID above.)

All first time applicants may begin borrowing materials (not including Tech Trading post items or museum passes) upon acceptable registration. The library card will be mailed to the applicant to further confirm valid residency in Valley Cottage.

Approved: January 16, 2008

Revised: May 19, 2010, Dec. 15, 2010, May 16, 2013