

Library Card Policy

Adopted by the Board of Trustees 07/11/06, Updated 12/08/15

- The Howland Public Library issues barcoded library cards to residents of the Beacon City School District. Library cards are also issued to people who work or attend school within the boundaries of the Beacon City School District. Pursuant to Resource Sharing Standards of MHLS, "Any person living in an MHLS service area may obtain a card from any member library, following that library's registration policies. The library should code the home library and town code to match the patron's home library, and forward the registration card to that library."
- Identification showing current address or proof of district employment and completion of an application card are required. Acceptable identification includes driver's license, utility bill, school district tax bill, mail, etc. If individual does not have photo identification Library Director can override the requirement as she sees fit.
- Children up to the age of 18 registering for a library card must be accompanied by a parent or guardian. The parent or guardian must sign the application card acknowledging responsibility for any lost or damaged items.
- Library cards expire at 3-year intervals.
- Each patron must use their own library card. Unauthorized use of a library card may result in referral to local law enforcement.

Replacement Cards

- The cost of replacing a library card is two dollars (\$2.00) for the first occurrence.
- Additional replacement cards cost five dollars (\$5.00).
- If loss is due to a personal tragedy such as fire, the fee may be waived by the Library Director.

Temporary Library Cards

- Temporary cards may be issued to summer or other temporary residents.
- These cards will have a non-resident status which will limit the patron's access to just Howland Public Library materials and resources.

- Identification showing current local and home address and completion of an application card is required.

Visitor Cards for Computer Access

- Howland Public Library Visitor Cards provide access to PC's, the Internet, and computer printing for Library visitors residing out of the Mid-Hudson Library System (MHLS).
- Visitor cards are valid for one two-hour computer session per day. Visitor cards expire in 24 hours.
- Visitor cards cannot be used to borrow library materials.
- Visitor cards may be issued daily (maximum 3 days).
- Visitors needing more computer time (more than 3 days) shall discuss with Director about other arrangements for computer access.
- No Visitor cards will be issued to residents of the Mid-Hudson Library System. MHLS residents will be required to register for a library card at the Howland Public Library or any MHLS member library.