

Library Materials Loan Policy

The purpose of this policy is to outline guidelines for the fair and efficient loan of library materials to provide access and promote community engagement.

Borrowing Privileges:

Library materials may be borrowed by individuals who possess a valid library card issued by any library in the Westchester Library System.

Patrons must register for a library card by providing proof of residency. Acceptable proof of residency is a valid driver's or non-driver's license, a bill from a public utility, or a postmarked piece of mail delivered to the applicant's address.

If you live, work, go to school or own property in Pound Ridge, you are eligible for a Pound Ridge Library card.

If you live outside of Westchester County and DO NOT work, go to school, or own property in Westchester, you may purchase a card from the Westchester Library System at an annual fee of \$75. Individuals 65 years of age or older or with a disability are eligible for a reduced rate of \$35.

Books: All books (except 14-day books) may be loaned to library patrons for three weeks. Books may be renewed for an additional three weeks if they are not on hold for another patron.

14-Day Books: All books on 14-day status may be renewed for an additional 14-day period if not on hold. Books on 14-day status include all new adult fiction and new adult non-fiction for six months after acquisition by the Library.

Magazines: Magazines may be loaned for one week. They are not renewable.

Compact Discs and Audio Books: Compact discs and audio books may be loaned for three weeks. They may be renewed for an additional three weeks if not on hold.

DVDs and Videos: DVDs and videos may be loaned for one week. They may be renewed for an additional week if not on hold.

Museum Pass Kits: Museum Pass Kits may be loaned for 4 days (including 3 overnights). They are not renewable. They must be returned at Pound Ridge Library circulation desk and may not be returned in the book drop or at any other Westchester Library.

Reference Materials: No reference materials may be removed from the Library.

Interlibrary Loans: Loan periods and renewals for items borrowed on Interlibrary Loan are at the discretion of the loaning library. In conformity with the Public Library Directors' Association approved policy, Interlibrary Loan items are kept on hold at the front desk for an eight-day period only.

Review and Revision: This policy will be periodically reviewed and updated to ensure its effectiveness and alignment with the library's mission and community needs.

Approved by: Library Director/Library Board of Trustees

Date: December 14, 2023

Date of Review: 5 years from date of adoption

Revised and approved by the Pound Ridge Library Board of Trustees, May 13, 2003
Policy approved by the Pound Ridge Library Board of Trustees, November 10, 2009
Policy approved by the Pound Ridge Library Board of Trustees, December 20, 2011
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