

Library Card Registration Policy

Application

Taxpayers, current and prospective patrons of The Community Library are affected by this policy in their access to library materials and services. The New York State Department of Education Charter record number 24,036 designates the Cobleskill-Richmondville School District as the chartered service area of The Community Library. Permanent, seasonal or temporary residents of the district and near surrounding areas may be provided differing privileges under this policy. Special considerations for children and other vulnerable persons are also provided in this policy.

Statement of Purpose

Full use of the library's materials and services is reserved for residents of the Cobleskill-Richmondville School District and near surrounding areas, whose taxes support the service and collections provided by the Library. While the library intends to broadly share its resources, some restrictions on that sharing serve to protect the interests of tax payers and enable their privileged access to the library. Registration establishes identity and residency in the library database system shared among MVLS and SALS member libraries. Adherence to this policy helps prevent duplicate records, inaccurate correspondence with patrons, issues with anonymous statistical tracking and other errors. Periodic renewal of registration provides an opportunity to correct or adjust patron information and preferences.

Policy

Registration for full privileges, including borrowing and use of internet-connected computers, must be completed with personal identification and proof of residency. Identification can be verified with currently valid personal photo identification issued by a government agency, school or organization known by The Community Library. Proof of residency in the Cobleskill-Richmondville School District may be established with business correspondence or postmarked mail dated within the last 30 days. Minors and other dependents may register through association with a parent or legal guardian with a currently valid registration.

Prospective patrons not living in the Cobleskill-Richmondville School District and near-surrounding areas may be referred to the chartered library in their area for registration and borrowing. Those living in nearby areas that aren't served by a registered library may also register in order to borrow materials and make use of library services.

Registration cards must be available and able to be read with our barcode scanner in order to borrow or use the internet computers. A borrower's account can be looked up with positive identification by library staff without a borrower card.

Parents and legal guardians may request that public computer privileges not be extended to those in their care; although a distinction that prevents such access will be made in that child or other borrower's record, the library cannot prevent their accessing the internet through other means.

Responsibility

The Library Director or a designee holds responsibility for providing documents related to the policy to the concerned parties. The Library Director is responsible for training and supporting staff regarding this policy. Patrons interested in making full use of library materials and services are responsible for following this policy in completing and maintaining their registration. The library will issue notices when registration renewal is approaching.

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Reviewed by / on: