

VALLEY COTTAGE LIBRARY

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • www.valleycottagelibrary.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. All cardholders accept responsibility for all use made of their library card and agree to immediately report its loss or a change of address.

A valid library card is required to borrow all materials from the Valley Cottage Library, whether presented in its physical format or as a digital representation on a smart device.

Regulations for issuing a card:

Residents wishing to apply for a library card must prove Valley Cottage residency through one of the following:

- Photo ID proving Valley Cottage street address
- OR
- Photo ID *and* proof of Valley Cottage residency

A post office box is not proof of residency.

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.

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 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.

For residents **age 15 and under** a parent/legal guardian must present the same documentation as stated above for adults.

Website applications will be required to bring photo ID and proof of residency as described above to the library to activate its use for the first time.

If two proofs of residency were provided, the library card will be given at time of registration. These users may begin borrowing immediately with no restrictions.

If one proof of residency was provided, the library card will be mailed to the applicant to further confirm valid residency in Valley Cottage. These applicants may begin to borrow immediately excepting Community Closet items and Museum passes. These items may be borrowed after receipt of the card in mail delivery.

Available Card Types

There are different card types available to satisfy differing scenarios of those living or working within Valley Cottage. As outlined below, direct access refers to the ability to borrow materials from Valley Cottage Library and any other library within the Ramapo Catskill Library System (RCLS).

Full Service Library Card	
ID Requirements	1 proof of residency if photo ID; 2 proofs of residency if not photo ID
Cost	None
Direct Access	Yes
Expiration	None

The Library issues a **full service library card** to residents who show photo ID and one proof of residency (if not shown on photo ID) within Valley Cottage. See regulations above for residents under age 17.

Local Limited Library Card	
ID Requirements	2 proofs of residency
Cost	None
Direct Access	No
Expiration	None

The Library also issues a **local limited service library card** for those residents who cannot or will not show a photo ID. This card may only be used at the Valley Cottage Library

Valley Cottage property owners or renters who reside outside the RCLS service area	
ID Requirements	Photo ID and proof of Valley Cottage resident address such as real estate tax bill, lease, or rental agreement.
Cost	None
Direct Access	Yes
Expiration	None

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

Au pairs, Group Home, Nursing Home or Shelter residents	
ID Requirements	Photo ID; proof of residency within Valley Cottage* (see note).
Cost	None
Direct Access	Yes
Expiration	None
*Note	A letter of residency issued from the au pair's employer or from the director of the group living residence may be used as proof of Valley Cottage residency.

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.

Teachers	
ID Requirements	Proof of permanent address, current payroll stub and school district photo ID
Cost	None
Direct Access	No
Expiration	Valid for one year.

Teachers who work in a Nyack School District school but reside outside the RCLS area may apply for an **annual (school year) library card**.

Employees of VC businesses	
ID Requirements	Photo ID with current address and proof of employment within Valley Cottage.
Cost	\$25
Direct Access	No
Expiration	Valid for one year

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.

Non-resident	
ID Requirements	Photo ID with current address;
Cost	Per capita fee is reached by dividing the population of the Nyack School District by the current annual budget of Valley Cottage and Nyack libraries.
Direct Access	Yes
Expiration	None

A non-resident of the Ramapo Catskill Library System may purchase a **full service library card** for an annual fee.

Library cards that are not used will be purged from the system on a schedule set by system-wide policy.

Approved: January 16, 2008
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