

LIBRARY CARD ISSUANCE POLICY

Revised 11/28/2018

1. A library card will be issued upon application to any person age 8 or up residing or owning property in the town of Petersburg and having no outstanding obligations to our library or other libraries in the Upper Hudson Library System and with proof of identification. A library card will be issued to children from Kindergarten through age 7 with a parent's signature and proof of identification.
2. Identification: NYS Driver's License or other picture ID with current address is acceptable. The address must be on a document that carries a recent date or expiration date to show it is a current address. Examples include: water bill, telephone bill, or lease.
3. To be valid, the card must be signed by the patron, indicating agreement to abide by all rules & policies of the Petersburg Public Library.
4. There is no charge for an initial card, but a \$1 fee will be charged to replace a lost card.
5. A library card must be presented to sign out materials from the library.

LOAN POLICY

Revised 11/28/2018

Books and audiobooks are loaned for four weeks with the exception of Adult New Fiction which has a two week loan period. Periodicals and music CDs are loaned for two weeks. Petersburg materials may be renewed online, by phone or in person.

OVERDUE POLICY

Revised 11/28/2018

1. A fine of ten cents per library day up to the replacement cost of the item will be imposed on overdue materials.
2. People with materials one month overdue will be billed for the cost of replacement of the items and a processing fee.
3. No patron may borrow materials until fines are paid and items are returned or paid for.
4. No special request will be honored for people who regularly do not return their materials on time.
5. Persons are responsible for knowing when their materials are due. No reminders will be issued.
6. Parents are responsible for their children's fines and lost items.
7. Future action will be taken under the New York State Education Law #165 L.1950,c. 273, 5 eff. April 1, 1950.

DVD/BLU-RAY POLICY

Revised 11/28/2018

DVDs and BLU-RAYs may be borrowed under the following conditions:

1. Patron has no overdue materials or fines.
2. A fine of \$1.00 per library day will be charged for each DVD/BLU-RAY that is overdue up to the cost of the DVD/BLU-RAY.
3. A DVD/BLU-RAY borrowed on Monday must be returned by 6:00 P.M. the following Monday.
4. A DVD/BLU-RAY borrowed on Tuesday must be returned by 6:00 P.M. the following Tuesday.
5. A DVD/BLU-RAY borrowed on Wednesday must be returned by 7:00 P.M. the following Wednesday.
6. A DVD/BLU-RAY borrowed on Thursday must be returned by 6:00 P.M. the following Thursday.
7. A DVD/BLU-RAY borrowed on Friday must be returned by 6:00 P.M. the following Friday.
8. A DVD/BLU-RAY borrowed on Saturday must be returned by 12:30 P.M. the following Saturday.
9. The borrowers are responsible for paying for lost or damaged DVD/BLU-RAY disc(s). Parents are responsible for damage or loss when the borrower is a minor.
10. DVD/BLU-RAYs must NOT be placed in the Book drop. A Video drop box is located outside the library. A fine of \$1.00 per video/DVD will apply to any videos/DVDs put in the Book drop.
11. New DVD/BLU-RAY may not be renewed. Non-new DVD/BLU-RAYs may be renewed if there are no other holds on the item.

Welcome to the Petersburgh Public Library

The Petersburgh Public Library is chartered as a public library for the town of Petersburgh and is a member of the Upper Hudson Library System (UHLS). The library makes available its collection of books, audiobooks and videos (DVD and limited Blue-Ray) to the public. It also receives rotating collections from UHLS which greatly increase the variety of materials offered. Interlibrary loan service provides access to materials from other libraries. Four computers are available for public use. We also have wireless internet access for those who want to use their own laptop at the Library.

Audiobooks and eBooks are available to be downloaded at any time by anyone with a library card through Overdrive. Digital materials may be "borrowed" for up to 3 weeks. Please ask a librarian if you have questions or if you would like an instruction sheet.

The library schedules programs for children and adults, details of which are available at the library and at our website:

www.petersburghpubliclibrary.org.

Programs currently include a pre-school story hour and a book discussion group. A summer reading program for children is held during July and August.

Petersburgh Public Library

**P.O. Box 250
69 Main Street
Petersburgh, NY 12138
658-2927**

Hours

**Monday & Tuesday: 2:00 – 6:00 PM
Wednesday: 2:00 – 7:00 PM
Thursday & Friday 2:00 – 6:00 PM
Saturday 9:30 AM – 12:30 PM**

