



Library Card Policy

Adopted by the Board March 17, 2026

Purpose

The purpose of this policy is to define eligibility, responsibilities, and procedures related to the issuance and use of library cards at the Apalachin Library. Library cards provide access to the Library's collections, services, and electronic resources.

Eligibility

Residents

Residents of the Town of Owego – individuals with an Apalachin, NY address and the 13732-zip code are eligible to receive a library card at no charge.

Non-Residents

Individuals who reside outside of the 13732-zip code may obtain a library card at no charge.

Minors

Children are eligible for a library card beginning at age 5. All individuals under the age of 18 must have the consent of a parent or legal guardian to obtain a library card. The parent or legal guardian accepts responsibility for all materials borrowed on the minor's card.

Individuals Residing in Group Homes

Individuals residing in group homes are welcome to obtain a library card. A responsible party (such as a parent, guardian, or authorized group home staff member) must accept responsibility for all materials borrowed on the account.

Obtaining a Library Card

Applicants over the age of 18 must provide proof of identity and current address. A valid driver's license is preferred. If a driver's license is not available, applicants will be asked to complete a brief form with the information needed to create a library account. The Apalachin Library does not charge any fees to obtain a library card.

Cardholder Responsibilities

Proper Use

Library cards are issued for individual use and may not be shared. Cardholders are required to present their card when borrowing materials and are responsible for the care, timely return, and condition of all items checked out on their account.

Lost or Stolen Cards

Cardholders are asked to promptly report lost or stolen cards. The cardholder remains responsible for all materials and activity on the card until the loss is reported.

Account Information

Cardholders are responsible for notifying the Library of any changes to their name, address, phone number, or email address. Failure to maintain current contact information may result in suspension of borrowing privileges.

Loan Privileges and Restrictions

Borrowing privileges will be suspended if there are overdue materials or unresolved charges totaling five dollars (\$5) or more on an account. The Library may also place reasonable limits on borrowing privileges in accordance with circulation rules, system agreements, and operational needs.

Renewal and Expiration

Library cards expire every two (2) years and must be renewed to verify contact information.

Borrowing privileges will be suspended until renewal is completed.

Replacement Cards

A replacement fee of five dollars (\$5) will be charged for lost or damaged cards. The Library reserves the right to waive this fee at its discretion.

Privacy and Confidentiality

The Apalachin Library is committed to protecting the privacy of its users and complies with all applicable state and federal laws regarding the confidentiality of library records.

Cardholder information and borrowing records are confidential and will not be disclosed except as required by law.

Policy Enforcement

Failure to comply with this policy or other Library policies may result in the suspension or revocation of Library privileges.