



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Patron Registration Policy

Huntington Memorial Library

All residents of Broome, Chenango, Delaware, and Otsego Counties are eligible for a 4CLS Library Card. Persons residing outside of the geographical area but owning property or attending an educational institution in the area are considered residents. Non-residents of Broome, Chenango, Delaware, and Otsego counties are not eligible for library cards. Service will not be denied or abridged because of religious, racial, social, economic, or political status.

Photo identification and proof of address are required at time of application. Library Cards must be presented when borrowing library materials.

Huntington Memorial Library offers the following types of library cards to the community:

1. **Adult Cards** – adults 18 years and older, and young adults 16-17 years old with valid photo ID and proof of address. Includes Seasonal Residents who can also show proof of residence for both local and permanent addresses.
 - a. Privilege must be renewed every 3 years and the account is blocked when a fine of \$5.00 or greater is accrued. There is no limit to the number of materials borrowed at one time.
 - b. Home Delivery Patrons are fine exempt.
2. **Children's cards** – youth from birth to 17 years old. A parent or legal guardian must sign as the responsible party (the adult must provide photo ID and proof of address.)
 - a. Privilege must be renewed every 3 years and the account is blocked when a fine of \$5.00 or greater is accrued. There is no limit to the number of materials borrowed at one time.
3. **Temporary cards** – adults from outside the area residing locally on a temporary basis with valid photo ID who can show proof of local address as well as permanent address.
 - a. Privilege must be renewed every 1 year and the account is blocked when a fine of \$5.00 or greater is accrued. There is no limit to the number of materials borrowed at one time.
4. **College cards** – College students who can show proof of permanent address with photo ID and their college ID.
 - a. Privilege must be renewed every 1 year, expiring on August 31 and the account is blocked when a fine of \$5.00 or greater is accrued. There is no limit to the number of materials borrowed at one time.
 - b. Local address is taken verbally.
5. **Internet Only cards** – Patrons who want to use our public computers without the privilege of being able to check out physical library items.
 - a. Privilege must be renewed every 1 year.
 - b. Proof of mailing address not required, but patron is asked if they live in Oneonta city limits, the Town of Oneonta, or outside of those areas.
6. **Organizational cards** – 1 card is given to an organization's representative who agrees to take responsibility for borrowed materials.
 - a. Privilege must be renewed every 3 years and the account is blocked when a fine of \$5.00 or greater is accrued. There is no limit to the number of materials borrowed at one time.

- b. Organizational cards are used for **Book Clubs** – 1 card is given to a book club with 1 representative from the club taking responsibility for borrowed materials.

The use of the Library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.