

VALATIE FREE LIBRARY LENDING RULES / PROCEDURES

Check Outs

- Local history and reference materials cannot be circulated. These items are for in-library use only.
- Books, books on CD, video tapes and magazines may be checked out for a three week period.
- Because there is great demand for DVDs and music CDs throughout the Mid-Hudson Library System, these items will be available for **a one week only loan period.**

Renewals

- All print materials from the Valatie Free Library (and from other Mid-Hudson libraries) which are taken out in the Valatie Free Library may be renewed twice.
- DVD's and music CD's may be renewed once.
- Materials that have requests (holds) attached to them may not be renewed at any time.

Fines / Replacements

- The library does not charge late fees although donations will be gratefully accepted
- Patrons may pay another library's late fee at the Valatie Library, and we will send this money to the appropriate library.
- Patrons who have lost or damaged materials will be charged the replacement cost attached to these materials. Patrons may pay these charges at the Valatie Library or online through their patron account.

Approved by the Valatie Free Library Board on 2/6/17

Approved by the Valatie Free Library Board: 5/17/2021