

Lending Rules/Procedures

In order to ensure fair and equitable access to the materials and information in the Mamaroneck Public Library's collection, the Library's Board of Trustees establishes policies for patron registration, length of loan periods, renewals, reserves, fines, and fees. The library staff enact these policies through their established procedures.

Eligibility for Library Card

Village of Mamaroneck residents and property owners are eligible for a library card. Minors (elementary school age and younger) must be accompanied by a parent or legal guardian with proper ID. Students in middle school and high school may apply for a card on their own with a current school ID and proof of village residency.

Acceptable proof of ID and residency are any **one** of the following:

- Driver's license or NY State ID with current VOM address
- Photo ID from a consulate or embassy with current VOM address

Village of Mamaroneck streets are found at [Streets by local municipality](#)

If photo ID does not show current address, residency may be proven by providing two of the following:

- Property tax bill
- Utility bill
- Rent receipt or lease

In circumstances where the above noted proof of residency is not available, other evidence of residency may be considered by the Director on a case by case basis.

The library will not retain copies of identification.

Library Card Expiration and Renewal

Library cardholder privileges expire every three years and must be renewed. Current address and eligibility will be verified each time privileges are renewed

Borrowing Privileges

A library card is required of all patrons who wish to borrow materials. Library cards are not transferable, each patron must use their own card and be a library card holder in



good standing. A library card holder in good standing does not have fines over 4 months old, owes less than \$25 in fines or lost material fees and has fewer than 3 lost items or “claims returned” on their card. If a patron is not a “card holder in good standing” , borrowing privileges are suspended until good standing is restored. If a patron forgets their card, a photo ID is required to borrow materials.

Patrons are responsible for materials borrowed. If material is lost or returned damaged, the patron will be charged the cost to replace the item.

Loan periods are as follows:

Item	Loan Period
Children’s and adult DVDs and videos	7 days
Express/7-day books	7 days
Magazines	7 days
New Books	14 days
Adult & YA books, audiobooks, and music CDs	21 days
Children’s books, audiobooks, and music CDs	21 days
Museum Passes	4 days



Fines - effective September 1st 2024

Type of items	Fine per day	Maximum fine
All Adult & YA items not listed below	20¢/day	\$5
All Juvenile items not listed below	FREE	FREE
All DVDs and Playaways	\$1/day	\$5
7 and 14 day loans	50¢/day	\$5
Museum Passes	\$10.00/day	No max
All ILL items brought in from outside WLS	\$2/day	\$25
Hot Spots	\$2.00/day	

The Mamaroneck Public Library outside book return is open 24 hours. Items which fit through the slot without jamming it may be returned in this way. Exceptions to this are media items like DVD's or CD's that have been separated from their cases, museum passes which must be checked in at the reference desk and interlibrary loans (ILL)

Items placed into the book return by 9:00 am Monday-Saturday, will be considered returned the previous day, or the last day that the Library was open prior to the return. Mamaroneck Public Library does not charge fines on items checked out of this library for days on which the Library is closed or on which the Library closes at 1pm.



Items which are checked-out and not returned within 30 days of the date due are considered lost and a bill is automatically recorded in the patron's account. **Lost items are assessed at their current, full retail replacement costs.** The Library does not accept replacement materials in lieu of lost items.

Items which patron claims are returned will be monitored for 60 days. After 60 days, if there is no change in their status they are declared lost and a bill is automatically recorded in the patron's account.

The system totals existing fines from overdue items which have been returned or renewed late, plus estimated fines on items currently overdue. It will estimate how much in fines would be owed if the overdue items were to be returned that day, and add that amount to any fines already accrued. If the total of existing and estimated fines is \$25.00 or more, the account will be blocked system-wide from further checkouts or renewals until the fine has been paid in full.

Payment of fines and fees

Fines and fees can be paid in cash or by check or credit card at the circulation desk.

They may also be paid online partially or in full for your convenience through the Westchester Library Systems SmartPay system. A \$2.50 convenience fee is added to the transaction so that libraries receive the full amount of bills owed.

- You will need your library card number and pin.
- Go to "Pay a Fine" on the Library website.
- You will be directed to online payment. It displays all bills and the total to be paid.
- Select which bill(s) to pay.
- Check the box to accept the terms and conditions and click the Pay button. Payment information, including the convenience fee, displays.
- Choose a payment type, fill in credit card information, an email address to receive a receipt, and click the Submit button.
- The Transaction Complete screen will load when your payment is accepted.

Questions: Please call the Reference Desk of the Mamaroneck Public Library @ (914) 630-5888 with any questions on this service.



Holds from the Westchester Library System

One of the many benefits of being a Mamaroneck Public Library cardholder is that patrons may request material from any library within the Westchester Library System. There is a limit of 20 reserves per patron at any one time. Hold items must be picked up by the person who placed the hold. Hold items are held for seven (7) days. If the item is not picked up within that time, it will be returned to the lending library or passed along to the next patron in the holds queue. Overdue fines are determined by the library that owns the book.

Interlibrary Loans (ILL)

(loans from outside the Westchester Library System)

In addition to having access to the many items within the Westchester Library System, Mamaroneck Public Library card holders may also request books from libraries outside of our system. Interlibrary loan (ILL) requests are limited to print material. Requests for Interlibrary Loan materials must be initiated, picked up, and returned through the Mamaroneck Public Library. All interlibrary loans have a loan period of 4 weeks with NO renewals. Overdue charges for Interlibrary loans are \$2.00 per day.

Homebound Policy

Mamaroneck Public Library will deliver books, audiobooks and DVD door-to-door for those Mamaroneck Public Library card holders who are unable to get to the Library due to a permanent or temporary condition. Please contact a Librarian at the Adult Services desk weekdays at (914) 630-5887 or (914) 630-5888. Items can be delivered to you every three weeks once your application is reviewed and accepted.

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