

Bedford Hills Free Library Lending Policies

How to Get your Library Card

Are you eligible?

Adults

Adults who live or own property in Bedford Hills or Bedford Corners are eligible for a library card from the Bedford Hills Free Library. Please check [this map](#) to find your local library in Westchester County.

Official ID and proof of residency may include any **one** of the following:

- Driver's license or NY State ID with current address
- Passport or photo ID from a consulate or embassy with current Bedford Hills address
- Valid School ID from a Bedford Hills school

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

- Property tax bill
- Utility bill
- Rent receipt or lease
- Recently canceled mail sent to your name at current address
- Documentation of employment in Bedford Hills

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

If you teach at a Bedford Hills school (Bedford Hills Elementary, West Patent Elementary) or are employed by a Bedford Hills business or organization, you are also eligible to apply for a Bedford Hills Free Library card (see above documentation).

Children

Children are eligible and invited to get their first and very own children's library card when they turn five years of age or enter Kindergarten. Parents/guardians also have the option to request that a card be given to younger children, if interested.

Teens

Children aged 13-18 are eligible and invited to get a teen library card. If they do not have a photo ID with proof of address, a school ID, school schedule, report card, or recreation card may be presented.

Parents/guardians must sign the application indicating that they are responsible for their child's use of the card.

Adults who live *in another town or village in Westchester County* must get a card from their home library. Our patron services staff can help you identify your home library.

Adults who live *outside of Westchester County* may purchase a library card directly from the Westchester Library System for a \$75 annual fee/\$35 for seniors over 65. Please fill out

the [application](#) from WLS and mail it directly to them with your payment. Your card will be mailed to you and is honored at all public libraries within the Westchester Library System.

Temporary Library Cards

Temporary cards are issued for those who wish to use the library for a limited service or period of one month. After that time, patrons are asked to get a permanent card from your home library.

Caregivers (au pairs and nannies) may be issued a library card for up to one year. The application must include a letter from their employer with the address, verification of employment and a photo ID.

How to apply for a Bedford Hills Free Library Card

1. Fill out an application form from our website or in person at the Library.
2. You may also apply for a library card online. Fill out this form (English or Spanish).
3. You will be notified via email when your card is ready to pick up.
4. Please bring proof of Bedford Hills residency (as detailed above) to the Patron Services Desk to show when you pick up your card.
5. Sign the application.
6. Receive your card at the Library or request that it be mailed to you.

[INSERT LIBRARY CARD APPLICATION FORM – PDF Downloadable]

Your signature on the application

I agree to return borrowed materials on time and in good condition and to pay the necessary fees for damaged or lost materials. I also agree to be responsible for all items checked out on this card and understand that I am responsible for notifying the library if this card is lost or stolen.

To protect your privacy, the library does not retain copies of identification.

Library cards are not transferable.

What is my PIN/Password?

The PIN (Personal Identification Number) is the last 4 digits of the phone number provided. You can use your Library card number and PIN to place a hold, renew materials, and review your account.

If you forgot your PIN, you may request a new one **by** calling or visit Patron Services. You may also change your PIN by logging into your account online.

Library Card Renewals or Replacements

Library cards expire automatically every three years. If you receive an email notice that your library card is due to expire, please contact the Bedford Hills Free Library to renew your card.

If you lose your card, please present a valid identification and we will issue a replacement.

Borrowing Privileges

Requesting an Item from Westchester Library System (WLS)

Intra-Library Loans (within the WLS)

Bedford Hills Free Library cardholders may request material from any library within Westchester County (WLS) to be picked up at the location of their choice. Up to 75 items may be checked out per card. There is a limit of 25 holds per patron at any one time. Hold items must be picked up by the person who placed the hold unless a parent (or other designee) is picking up a hold for their child.

Bedford Hills Free Library cardholders can access resources through WLS's [online public access catalog](#) via their desktop-, through the WLS mobile app, in person at the library or by calling 914-666-6472.

To request an item through WLS online, log in with your library card number and your PIN (the last 4 digits of your telephone number on file) and place a "hold" to have the item sent to your desired pick-up library when it is available. WLS items are kept at Patron Services for pick-up for up to eight (8) days.

In person, please present your library card (or digital card on your phone) to check out materials at the Bedford Hills Free Library or photo ID if you don't have your card with you.

Inter-Library Loans (from outside WLS)

In addition to having access to the many items within the Westchester Library System, patrons may also request books from libraries outside of our system. Interlibrary loan requests are limited to print material. Requests for Interlibrary Loan materials must be initiated, picked up, and returned to the same library. All inter-library loans have a loan period of 4 weeks with NO renewals. Overdue charges for Interlibrary loans are \$2 per day.

The average time to obtain the materials is one to four weeks; some obscure materials may take longer to get. The time it takes depends on availability of the materials requested, location and staff situation of the owning libraries, and the type of delivery.

You may place an ILL request in person at any public library in Westchester County or follow the appropriate link below to submit your request online. You can have the requested materials delivered to any WLS member library for you to pick up, but you must return the materials to the same library where they have been checked out.

[ILL Book Request Form](#) [ILL Article Request Form](#)

Auto Renewal

At Bedford Hills and most other libraries within WLS, all eligible items are automatically renewed once, for the regular loan period, if there are no holds on the item. Patrons are notified of autorenewals by email or text. After the auto-renewal period, patrons can renew 24/7 by accessing [their WLS online account](#), by using the [Westchester Library System \(WLS\) app](#), or by calling the WLS automated renewal system at 914.674.4169.

Return Items Borrowed

Materials borrowed may be returned to any library that is part of the Westchester Library System unless specified otherwise. Items returned at the Bedford Hills Free Library may be brought inside or placed in the drop box by the main entrance unless otherwise noted.

Book Return

At Bedford Hills Free Library you may return items 27/4 through the Book Return slot located at the front entrance of the building.

Bedford Hills is a Fine Free Library

Our Fine Free policy means that books from the Bedford Hills Free Library collection that are overdue will not be charged a fine. You may return the material to any library in WLS and you will not be charged a fine for the item.

Late Fees

Some items -- Culture Passes, Hotspots, and other devices -- will carry a late fee if not returned at the required due date. Please review the terms with Patron Services when checking out any devices.

Patrons are responsible for all materials borrowed on your library card or your child's card. Lost material or material returned damaged will be charged the cost to replace the item. Not all libraries within WLS are fine free; if items are owned by another library, the cardholder is responsible for those fines.

The loan periods are as follows:

Item	Loan Period
DVDs and videos	7 days
Magazines	7 days
New books & children's holiday books	14 days
Books, audiobooks, & CDs	21 days

Borrowing privileges will be suspended if:

- \$25 or more is owed on a library card.
- There are three or more "lost" items or "claims returned" on a card.
- Patrons with long overdue material or outstanding fines may have their account sent to a collection agency.

Lost Item

If the material borrowed is not returned 30 days after its due date, it will be considered a lost item. In addition, materials that have been damaged are subject to a fee to replace the item. The fee for unpaid lost items will appear on your patron account record. Checks for lost items should be made out to the owning library. If the item is found after payment, money will not be refunded. Please report damaged materials upon return to the librarian for assessment.

Blocks

Please pay any outstanding fees or fines from a WLS library promptly. When accumulated charges (fines, lost items etc.) reach \$25, patrons are automatically blocked until the issue is resolved.

Approved by the Board of Trustees, March 2023