

# **Warner Library Borrowing Policy**

## **Library Card Registration Policy**

Residents of Sleepy Hollow, Tarrytown, non-Westchester residents who work in Sleepy Hollow or Tarrytown are eligible to receive a library card. Full-time EF International Language School students may register for a free library card. Proof of current address is required to register for a card. Residents may register for a library card online on the Warner Library website [www.warnerlibrary.org](http://www.warnerlibrary.org). Library cards will be mailed to online registrants at the street address provided. Children may register for library cards in the Children's Room.

A library card entitles you to use any Westchester County public library and the Westchester Community College Library. There is a \$2.00 replacement fee for lost cards. Library materials may be returned to any of the member libraries within the Westchester Library System.

## **Loan Periods**

Books, audio books and CDs may be borrowed for 3 weeks; new fiction and non-fiction books for 14 days, Express books, videotapes and DVDs for 7 days. Express DVDs for 3 days. Renewals are not allowed when an item is on hold for another patron.

## **Lost Materials Policy**

Full replacement cost will be charged for lost materials.

## **Overdue Charges**

Overdue charges are \$.25 per day with a maximum of \$5.00 per book and \$5.00 per CD. There is a \$2.00 per day charge for overdue videos and DVDs with a maximum charge of \$10.00 per item.

## **Book & Audio-Visual Drop**

Library books may be returned in the book-drop located at the foot of the ramp new the Library parking area. Audio books, DVDs, CDs, cassettes and videos may be returned in the Audio-Visual drop.

## **Library Hours**

Monday 1-9 pm\*

Tuesday 10-6 pm

Wednesday 10-6 pm

Thursday 1-9 pm

Friday 10-5 pm

Saturday 10-5 pm

\*On Mondays, the Children's Room hours are 1-8 pm

The Library is open Saturdays 10-1 pm July and August.

Closed on Sundays June, July and August.