



POLICY

Date Created: 5/31/2024

Revision: 8/27/25

Date Approved: 9/30/2025

Library Cards and Lending

The Newburgh Free Library provides library services to all residents of the Newburgh Enlarged City School District, a service area that encompasses the City of Newburgh, the Town of Newburgh, and the Town of New Windsor.

The Newburgh Free Library is also the Central Library of the Ramapo Catskill Library System (RCLS) and works closely with all RCLS member libraries to establish guidelines regarding access and lending.

In doing so, the Library establishes the following policy for library card registration and lending rules.

ELIGIBILITY

Newburgh Free Library cards may be issued to individuals who live or own property in the Newburgh Enlarged City School District.

IDENTIFICATION

ADULTS

Individuals 18 and over must present a valid photo ID and proof of address. If the address on the photo ID is current, then no additional proof of address is required.

CHILDREN

Children at least four years of age or older may sign up for a library card. When registering the child, the parent/guardian must supply photo ID and proof of address as outlined above. If the parent/guardian cannot supply photo ID and proof of address as outlined above, the child's proof of registration in a Newburgh Enlarged City School District school will suffice. The parent/guardian accepts full responsibility for all fines and damaged/lost items charged against a minor child's account.

All borrowers, including children, have equal access to all library materials. Guidance on selection of materials by children is the responsibility of the parent/guardian.



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TYPES OF IDENTIFICATION

Documents accepted as valid photo ID and/or proof of address may include:

Current driver license	City of Newburgh Municipal ID
Passport	Armed Services photo ID
Utility bill	Alien Registration photo ID
Rental agreement or receipt	Employment pay stub
Bank statement	Mortgage statement
Statement from a shelter	Student ID
At the discretion of Library staff, other forms of ID or proof of address may also be deemed acceptable.	
If the above options are not available, the applicant may request that the Library mail them a postcard. Upon receipt, the postcard may be brought to the Library to serve as address verification.	
Any applicant with a PO Box must provide proof of residence.	

NON-NEWBURGH RESIDENTS

Any individual who lives in an area served by another RCLS member library must apply for a library card from their home library. A home library is defined as the library situated within the community where the patron's primary residence is established.

Individuals who do not meet the eligibility requirements may still receive a card with limited access and borrowing privileges depending on their residency, employment, or school enrollment status.

With varying restrictions, the Newburgh Free Library will also issue cards to:



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- Non-residents who work or attend school in the service area
- Temporary visitors
- Organizations and outreach agencies
- Individuals in transitional housing
- Individuals with inadequate identification

These patrons may have limitations on the amount and type of materials they can check out from the Library as well as the duration of their accounts. Individuals will be informed of these limitations at the time of account creation.

LOST AND REPLACEMENTS CARDS

If a patron loses a librar card they may request a replacement card from the Library.

Patrons are responsible for all materials borrowed on their card, all use of the card, and all charges made against it, until the card is reported lost to the Library.

FINES AND FEES

The Newburgh Free Library does not charge fines for most Newburgh Free Library overdue materials; however, replacement costs for non-returned or damaged items will be charged to the patron's account. The Library does not accept direct replacement of items. Other libraries may charge an additional processing fee.

LOSS OF LIBRARY PRIVILEGES

Patrons may not be able to check out materials if they owe more than \$10.00 in charges of any type.

Borrowing privileges will be restored when the outstanding charges have been paid, including the return of any overdue item and payment for any lost items.



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ADDITIONAL NOTES

Library cards are subject to expiration and must be renewed before patrons can borrow materials.

Patrons are expected to carry and present their card – whether physical or digital – when using the Library. However, patrons may also use a photo ID provided that the information on the photo ID matches the information in the Library's database.

The Newburgh Free Library, in its role as the Central Library of the Ramapo Catskill Library System, also abides by the most current RCLS Free Direct Access Plan, a State-approved agreement between RCLS and the State Education Department's Division of Library Development of the New York State Library.