

## Borrower Responsibilities

- **Your card is non-transferable.**
- **Only the person listed on the card may use it.**

Note: The first time you use your new card there is a limit of 4 items.

Report lost or stolen cards to the Library immediately so a "stop" can be placed on the card to prevent any unauthorized use. There is a fee to replace a card. Inform the Library of any change of name, address, or telephone number as soon as possible. Proper ID is required.

Your library card may be used at all public libraries in Albany and Rensselaer counties. Each of these libraries is an independent organization and may have different borrowing rules and requirements.

## Circulation Information

The library has loan periods that vary from 7 to 28 days. Patrons are provided with due dates for all items. Please check these prior to leaving the library in case you have any questions.

**Maximum number of items that may be charged to a patron's account at any given time: 50 or maximum dollar value of \$1,500, whichever comes first.**

- Most Materials..... 28 days
- Books on CD or Cassette..... 28 days
- CDs & Audiocassettes ..... 28 days
- Playaways..... 28 days
- CD-ROMs..... 14 days
- DVD, Fiction ..... 7 days
- DVD, Nonfiction..... 28 days
- Electronic Games..... 7 days
- Fiction, New ..... 7 or 14 days
- Magazines\* ..... 14 days
- Video, Fiction ..... 7 days
- Video, Nonfiction ..... 28 days
- Best Sellers ..... 7 days
- Museum Passes ..... 3 days

\*The current issue of any magazine does not circulate. *Consumer Reports, Discover, Foreign Affairs, JAMA, National Geographic, National Wildlife, Natural History, Newsweek, Psychology Today, Science, Science News, Scientific American, Time and U.S. News & World Report DO NOT CIRCULATE.*

Fines & Charges for lost or damaged items are per separately packaged item.

- Out of system loans 25¢/day plus fees
- Museum Passes \$5 per day
- All other items: 20¢ per day, maximum \$5 (per item)

Damaged items will be evaluated and patron charged accordingly. **DO NOT ERASE OR WRITE ON LIBRARY MATERIALS.**

Lost items - Patron must pay cost of replacement.

NO materials will be charged out to patrons who have overdue materials or fines in excess of \$5.00. This includes materials from other libraries in Albany and Rensselaer counties.

## Renewals

May be done in person, by phone or via the website. To renew by phone, call the library and choose extension 8. Have your library card number ready and the item barcode number (3 1182...) found inside the back or on the back cover. Limit of 5 renewals per phone call, please. You may also renew online by visiting our website at [www.guilpl.org](http://www.guilpl.org). To renew via the website you will need to know your library card number and your PIN number; the default for your PIN is the last four digits of your phone number.

## Requests & Interlibrary Loans

If an item is not on shelf or not available at Guilderland, you may place a request at any of the public service desks, by phone, or the website. For phone requests you must provide library card number, name, phone number and correct spelling of author and title of items you wish to request. Limit of 5 phone requests. We are unable to accept requests on magazines.

Through our cooperative relationship with UHLS, patrons of Guilderland have access to the holdings of all libraries in Albany and Rensselaer counties.

Materials not available in this library or any other UHLS library may be obtained through interlibrary special loan. This service is available at the Adult or Youth Services desks.

There may be a fee for postage and handling if materials are obtained from outside the Upper Hudson Library System. *Loan periods vary and overdue fines are 25¢ per day. Special loans may not be renewed.*

## Returns

Materials may be brought into the library or placed in one of our bookdrops near the front door. In addition, materials may be returned to any public library in Albany or Rensselaer counties.

GUILDERLAND PUBLIC LIBRARY

[www.guilpl.org](http://www.guilpl.org)  
[info@guilpl.org](mailto:info@guilpl.org)  
518.456.2400

## Public and User Services Information

### Hours

**Monday – Friday: 10 am – 9 pm**

**Saturday: 10 am – 5 pm**

**Sunday: 1 pm – 5 pm**

### Summer Hours, July and August

**Monday – Friday: 10 am – 9 pm**

**Saturday: 10 am – 5 pm**

**Sunday: Closed**

### Board Members

Brian Hartson, President • Douglas Morrissey, Vice President  
Diane Rosenbaum, Secretary • Carroll Valachovic, Treasurer  
Michael Borges • Vishnu Chaturvedi • John Daly • Michael Fox  
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DIRECTOR

Barbara Nichols Randall

ASSISTANT DIRECTOR

Margaret Garrett

## About your Child's Library Card

### For children 16 year of age or younger

The Guilderland Public Library adheres to the New York State Confidentiality Law protecting the privacy rights of all library users. Under this law, we cannot:

- 1) Tell a third party whether a person has a library card\*
- 2) Tell a parent what his/her child has borrowed, even if overdue
- 3) Tell someone over the phone what he or she has out, since no personal identification is given

**Please note: Access to all library material, both circulating and non-circulating, is available to anyone, regardless of age, race, color, national origin, or disability.**

\* Except with respect to government entities as required by law.

GUILDERLAND PUBLIC LIBRARY

2228 Western Avenue • Guilderland, New York 12084

## **Mission Statement**

It is the mission of the Guilderland Public Library to select, acquire, organize, and preserve books and other materials of contemporary interest and permanent value for the education, enjoyment and intellectual stimulation of the entire community. The Library strives also to guide young people toward a love of reading and an awareness of books and other library materials as a means of satisfying their needs and interests.

## **The Library**

The Library is a School District Public Library, chartered to serve residents of the Guilderland Central School District. The Library has an 11-member publicly elected Board. The budget and expiring Board seats are voted on each spring. Board Meetings are held on the second Thursday of each month at 7:30 p.m. The public is invited.

## **The Collections**

The Library's collection of circulating materials includes books, periodicals, videos, CDs, DVDs, books on CD, CD-ROMs, video games and console video games located in the Adult, Teen, and Youth Services departments.

Separate Reference items, also housed in these areas, do not circulate. The Local History Room houses histories of Guilderland, the Pine Bush, and the Capital district, the Arthur B. Gregg Collection of historic Guilderland materials, and microfilmed issues of the local newspapers.

## **Cooperative Agreements**

The Library is a participating member of the Upper Hudson Library System, a state-funded agency representing 29 public libraries in Albany and Rensselaer Counties. UHLS provides a variety of services for the Library, including interlibrary special loan, courier delivery, maintenance of the online catalog, and grant opportunities.

The Library is also a member of the New York Library Association, Council of Community Services and the Guilderland Chamber of Commerce.

## **Adult, Teen and Youth Services**

Professional librarians are available to provide assistance with information needs, such as telephone reference, special loans, and home delivery. Story hours, job search workshops, history series, slide presentations, book groups, and Teen and Summer Reading Club are some examples of our many library events. Computer coaching is available on an individualized basis and there is an English for Speakers of Other Languages (ESOL) collection and dedicated programs.

## **Exhibit & Display Areas**

Wall spaces and display cases are available for the exhibition of art works and collections. These displays are mounted for the enjoyment and enlightenment of the community. Contact [pio@guilpl.org](mailto:pio@guilpl.org) for more information.

## **Meeting & Study Rooms**

The Library has two meeting rooms, with seating for 120 and 50 persons. A reservation and agreement must be signed and reviewed prior to use. Only Guilderland School District residents who hold a current Guilderland Public Library card may reserve the meeting rooms. For a copy of the policy and an application form, visit our website or ask at the Circulation Desk. All reservations need to be made through the Administrative Aide at 456-2400 x10.

A piano is available for group use; see the Recital Policy for conditions of use. Contact the Library Administration Department for details of use.

Study rooms may be reserved. Check at the Information Desk for policies governing their use.

## **Service for Individuals with Disabilities**

The Library is fully accessible and offers services for both visual and hearing-impaired users. A wheelchair is provided for anyone needing its use within the Library. Homebound delivery service is also available.

## **Official Notices**

The officially designated newspaper is *The Altamont Enterprise*, which is used for all legal notices.

## **Program Information**

The Library publishes monthly calendars, newsletters five times a year, and weekly news releases that publicize events taking place at the Library. The Library's website, at [www.guilpl.org](http://www.guilpl.org), offers up-to-date information about programs and services.

## **Computers & Internet Access**

There are public computers available for use in both the Adult and Youth areas. Each computer also has access to the Internet. Youth computers are equipped with Internet filters.

## **Photocopying**

There are three coin-operated copy machines available for use during regular library hours. The cost for a black-and-white copy is 10 cents a copy; color copies are 50 cents each.

## **Change Machine**

A change machine is located near the Reference Desk.

## **Beverages**

Beverages may be consumed in the Library, but patrons are encouraged to guard against spills. A soda machine as well as a coffee machine are located near the Circulation Desk.

## **Notary Public**

Services are generally available during daytime hours, please call ahead.

## **Policies & Rules of Behavior**

The Library's policies and rules are available to read on the website at [www.guilpl.org](http://www.guilpl.org) and at the public information desk.

## **Fax Machine**

There is a self-service, outgoing-only fax machine available for use during regular library hours. It will accept credit, debit or check cards.

## **Friends of the Guilderland Library**

Friends of the Guilderland Library is an organization which acts in concert with the Director and the Board of Trustees to support the programs and mission statement of the Library, and assists in promoting awareness of the facility and extending its message. Memberships start at \$5, applications are available at the Circulation desk.

## **Gifts and Donations**

The Library accepts gifts and donations that fit within its policies. Such gifts may be recognized as determined by the Commemorative Plaques Policy. A gift form is available at public service desks.

The **Guilderland Library Foundation** was established in 2001 to raise public awareness and financial support for the Library. The Foundation is a not-for-profit corporation eligible to receive tax-deductible donations; call 456-2400 x 50 for information.

The **Toi Curtiss Memorial Scholarship** is presented each year to a senior at Guilderland High School entering the field of library science or a related field. The scholarship is in honor of Toinie Curtiss, the first librarian at the Library. Donations are accepted.

The **Colonial America/American Revolution Fund** was established by Theodore H. Fossieck to assist the Library in the acquisition of books and other materials concerning the Colonial American and Revolutionary War periods with particular emphasis on New York State and the Albany area. Donations to the fund are accepted.

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**518.456.2400**