

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, MP3..... 28 days
- DVD, Nonfiction..... 28 days
- Video, Nonfiction..... 28 days
- CD-ROMs..... 14 days
- Fiction, New 14 days
- Magazines*..... 14 days
- Nonfiction, New..... 14 days
- DVD, Fiction..... 7 days
- Electronic Games..... 7 days
- Video, Fiction..... 7 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¢/per 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, nor computers reserved for, patrons who have overdue materials or fines in excess of \$2.00. This includes materials from other libraries in Albany and Rensselaer counties.

Renewals

Renewals may be done in person, by phone or via the website. To renew by phone, call the library and choose extension 8. Have ready your library card number 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 www.guilpl.org. To renew online, you will need to know your library card number and your PIN; the default 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 except for special loans, which must be returned to GPL.

GUILDERLAND PUBLIC LIBRARY

2228 Western Avenue • Guilderland, New York 12084

www.guilpl.org
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

Douglas Morrissey, President • Carroll Valachovic, Vice President
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Barbara Nichols Randall

ASSISTANT DIRECTOR

Margaret Garrett

July 2011

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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.

Mission Statement

The mission of the Guilderland Public Library is to provide quality library materials and services to our community for lifelong learning, cultural enrichment, and enjoyment.

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, Playaways, foreign language MP3s, 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 loan among member libraries, 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 the Library's Public Information Office at 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 approved 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, 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 has access to the Internet. Youth computers are equipped with Internet filters. Free WiFi is available.

Photocopying

There are three coin-operated copy machines available for use during regular library hours. The cost for copies is posted.

Change Machine

A change machine is located near the Information 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 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 accepts credit, debit or check cards. The cost is posted.

Gifts and Donations

We welcome gifts and donations in keeping with our policies and mission. 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 12 for information.

The **Toi Curtiss Memorial Scholarship** is presented 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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