



## Borrowing Policy

### Library Card Registration Policy

Residents of Sleepy Hollow, Tarrytown, and 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 who cannot make it into the library can call for directions on registering for a card remotely. 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. Library materials may be returned to any of the member libraries within the Westchester Library System.

### Loan Periods

Loan periods are set by the library director, and depend on the type of material. Details on these loan periods are available on the 'Loan Schedule' available at all library desks and on the library's website. Most items are able to be renewed, but renewals are not allowed when an item is on hold for another patron. Late fees are not charged for days that the library is not open.

Fee Policy Full replacement cost will be charged for lost materials. Overdue charges are spelled out in the 'Fine Schedule' which is available at all library desks and on the library's website.

### Book & Audio-Visual Drop

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