



# CARDHOLDER

## RIGHTS & RESPONSIBILITIES

*This information is for Albany Public Library (APL) card holders at APL locations. Policies may vary at other Upper Hudson Library System (UHLS) locations.*

### BORROWING PRIVILEGES

Library materials may be checked out from or returned to any public library in Albany & Rensselaer county. For your protection & privacy, no one other than you is allowed to use your card.

An adult with a permanent card may check out up to 100 items at one time, including up to 10 DVDs; 10 music CDs; 10 ebooks / eAudiobooks, or steaming video (combined); or 3 museum passes. Some limitations apply to temporary cardholders (city of Albany residents without a permanent address), & for MyCARD & eCard. Please ask for more detailed information.

When you check out materials, you will receive a receipt showing what items were checked out & when they are due. You may also **check your account online** to see when your materials are due. Your **username** is the barcode number on the back of your library card, without spaces. Your **PIN** is the last four digits of the phone number you provided when you registered for your library card, unless you have requested a different number or have reset your PIN.

### LOAN PERIODS

- Fiction & nonfiction books; children’s books; audiobooks: **4 weeks**
- NEW fiction & nonfiction books; audiobooks; children’s holiday books: **2 weeks**
- Magazines: **1 week**; digital magazines: **unlimited**
- Music CDs: **1 week**
- DVDs: **1 week**
- NEW feature film DVDs: **3 days**
- Museum passes: **1 week**
- eBooks/eAudiobooks: **3 weeks**
- Streaming Video: **1 week**

### RENEWALS

Many materials may be renewed twice. You can renew your items in person, over the phone, or online by logging into your account. To renew by phone, the cardholder must call the library during business hours & provide the library card number.

Some materials, such as magazines, interlibrary loan items, & items requested by other patrons are not renewable. If you have reached your renewal limit, you must check in your materials & wait one business day before you may check out the same materials again.

### LATE FINES

We have eliminated late fines for books, audiobooks, DVDs, & CDs. Museum passes, fishing poles, bike locks, WiFi hotspots, laptops, Playaways, musical instruments, & other items will still accrue fines. Late fines are also charged for lost, non-returned, or damaged items, as well as interlibrary loan (ILL) items.

Items checked out from Albany Public Library’s seven branches are fine free for all Upper Hudson Library System cardholders, regardless of which library owns the item or where it is returned.

Fees in excess of \$10.00 will result in a loss of library privileges.

You are responsible for returning all parts (stickers, cases, boxes, liner notes, pouches, barcodes, etc.) of all materials you borrow in good condition. If an item is returned with significant damage, you are responsible for the cost of cleaning or repairing it.

Returned checks will be subject to a fee of \$30.00.

**Updated  
JULY 2019**

### LOST MATERIALS

If you lose or damage an item for any reason, you are responsible for paying for that item. For Albany Public Library materials, you may pay with cash, check, money order, Visa card, MasterCard, or our online SmartPay system. If you find the lost item & return it within 60 days, you may receive your money back, less the \$5.00 maximum overdue fine, **only if you have your receipt**. If the item is from another library, please speak with a staff member about payment procedure. Replacement copies of items are **not** acceptable.

### LOST OR STOLEN LIBRARY CARD

If you think your card has been stolen, you must call Albany Public Library promptly - you are responsible for anything checked out to your card until it has been reported lost or stolen. When replacing a lost card, a fee of \$1.00 will be assessed & you must present a photo ID to the library.

### REQUESTING MATERIALS

Materials may be held for you at your local branch by placing a request on those materials using the online catalog or by asking at a public service desk. Certain items are available on a first come, first served basis only. When your items are ready to pick up, you may choose to receive an automated phone message or email. Notification preferences may be updated at the circulation desk. For information about requesting items not owned by the Upper Hudson Library System, please ask at any public service desk.

### COMPUTER USE

Your library card may entitle you to up to two hours of free computer access as long as you have your library card on your person. Access rules may vary by age of cardholder and/or library location. Please ask at your local APL branch for details.

## BRANCH LOCATIONS & HOURS

### ARBOR HILL/WEST HILL BRANCH

148 Henry Johnson Blvd  
(518) 694-0596

### BACH BRANCH

455 New Scotland Blvd  
(518) 482-2154

### DELAWARE BRANCH

331 Delaware Ave  
(518) 463-0254

Mon & Wed | 10am - 6pm  
Tues & Thurs | 12pm - 8pm  
Fri | 12pm - 6pm  
Sat | 12pm - 5pm  
[BACH ONLY] Sun | 1 - 5pm  
*(Closed Sundays in July & Aug)*

### NORTH ALBANY BRANCH

616 North Pearl St  
(518) 463-1581

Mon & Tues | 10am - 6pm  
Wed | 12pm - 8pm  
Thurs & Fri | 12pm - 6pm  
Sat | 10am - 3pm

### HOWE BRANCH

105 Schuyler St  
(518) 472-9485

### PINE HILLS BRANCH

517 Western Ave  
(518) 482-7911

Mon & Wed | 12pm - 8pm  
Tues & Thurs | 10am - 6pm  
Fri | 12pm - 6pm  
Sat | 12pm - 5pm

### WASHINGTON AVE BRANCH

161 Washington Ave  
(518) 427-4300

Mon - Thurs | 10am - 8pm  
Fri | 10am - 6pm  
Sat | 10am - 5pm  
Sun | 1pm - 5pm  
*(Closed Sundays in July & Aug)*



Albany Public Library

Always open online at [www.albanypubliclibrary.org](http://www.albanypubliclibrary.org)