

Circulation Rules
September 2021

Needed To Join:

- 1 Photo ID with current address for residents of Palisades and Sparkill. PO Box is not sufficient. (Or driver's license w/ previous address plus utility/phone bill, bank statement, pay stub or lease with present address)
- 2 Fill out registration card, sign back & indicate email preference.
- 3 Library card set is mailed. Replacement cards are give to patron.
- 4 Patron may take out three (3) items on the first day.

NO FEE THE FIRST TIME THE LIBRARY CARD IS REPLACED. \$3 FOR ADDITIONAL CARDS.

Out of State yearly fee \$360 – one card set per family, access to all RCLS libraries

Out of State yearly fee \$180 – Palisades Library only, local access

DURING THE PANDEMIC THE LIBRARY IS FINE FREE FOR ALL MATERIALS

Materials, Limits, Fines Under Normal Circumstances

New Adult & YA Books (no fines)	14 days, 1 renewal 21 days, 1 renewal/no holds (max 2)	\$.10 day - \$10 max \$.10 day - \$10 max
Adult Books	28 days, 1 renewal	\$.10 day - \$10 max
YA & Juvenile Books	28 days, 1 renewal	\$0
Periodicals	7 days, 1 renewal	\$.10 day/mag cost
New DVDs (max 3)	3 nights/4 days, local holds, no renewals	\$1 day - \$10 max
Adult DVDs (max 7)	7 days, 1 renewal	\$.25 day - \$5 max
Doc/Foreign DVD (max 7)	7 days, 1 renewal	\$.25 day - \$5 max
YA DVDs (max 7)	7 days, 1 renewal	\$0
TV Series (max 3)	14 days, 1 renewal	\$.25 day - \$5 max
Juvenile DVDs (max 7)	7 days, 1 renewal	\$0
New Books on CD (max 3)	14 days, 1 renewal	\$.10 day - \$10 max
Books on CD (max 3)	28 days, 1 renewal	\$.10 day - \$10 max
Museum Pass (max 1, Various replace fees)	7 days, no renewal	\$10 day - \$20 max
Nook* (max 1, \$99 replace) (Palisades patrons only)	21 days, 1 renewal	\$2 day - \$20 max
Puzzle (max 1)	28 days, 1 renewal/no holds	\$.10 day -\$10 max

Copies/Prints (letter/legal): \$.10/pg black/ \$.25/pg color; (11x17): \$.20/pg black, \$.50/pg color; double sided 2x cost

Faxing: \$.20 to send (incl cover), \$.10 per page for received fax.

\$2.00 Fine for Oversize books returned in book drop.

NO processing charges for lost items.