

HENDRICK HUDSON FREE LIBRARY  
CIRCULATION REGULATIONS/LIBRARY HOURS

LIBRARY HOURS

|           |                 |
|-----------|-----------------|
| Monday    | 9:00 AM-8:00 PM |
| Tuesday   | 9:00 AM-8:00 PM |
| Wednesday | 9:00 AM-8:00 PM |
| Thursday  | 9:00 AM-8:00 PM |
| Friday    | 9:00 AM-6:00 PM |
| Saturday  | 9:00 AM-5:00 PM |
| Sunday    | 1:00 PM-5:00 PM |

LOAN GUIDELINES

| MATERIAL                  | LOAN PERIOD |
|---------------------------|-------------|
| New Books                 | 2 weeks     |
| Express Books 14D         | 2 week      |
| Express DVD's/<br>Blu-ray | 3 nights    |
| DVDs/Blu -ray             | 1 week      |
| DVDs Series               | 2 weeks     |
| Audio Recordings          | 3 weeks     |
| All Other Material        | 3 weeks     |

### BOOK DROP

The Library book drop is open 24 hours. All materials may be returned in the book drop unless otherwise specified.

### RENEWALS

All materials may be renewed by phone, on-line or in person if there are no reserve orders waiting. If items are eligible for automatic renewal, the patron will be notified via their preferred notification method. After Library hours, patron information for renewing is available through TELCIRC (914) 674-4169 or on-line before 10pm.

### OVERDUE REMINDERS

If materials are unreturned seven days after the due date, the borrower is informed by telephone, text or email. A second reminder is sent if materials are unreturned after twenty one days after the due date. If material is still not returned after 30 days, a bill is sent. A record is cleared by returning the item(s) billed or paying the library's cost of replacing the item. Borrowing privileges are suspended until the record is cleared.

### LIBRARY CARDS

Any person in the Hendrick Hudson School District or the Town of Cortlandt is entitled to a free Library card. Identification is needed to verify the current address. Cards may be used in any Westchester County Public Library. The card should be presented whenever materials are checked out. You are responsible for any materials borrowed on your card. Please report lost cards immediately.