

LIBRARY CARD ELIGIBILITY	NUMBER	PAGE: 1 of 5
	EFFECTIVE DATE: July 22, 2010	
	APPROVED: July 21, 2010	

I. PURPOSE

One of the main functions of a public library is to loan its materials to the public. This policy defines who is eligible for a Greenburgh Public Library card and what identification must be presented by applicants.

In this policy Greenburgh refers to unincorporated Greenburgh as defined in the Town of Greenburgh Code, section 59.1, "That area of the Town of Greenburgh not including the autonomous villages therein."

II. POLICIES

Who is eligible?

- a) Free library cards are issued to individuals residing in unincorporated Greenburgh. Residents of other local jurisdictions will be registered for a temporary card. A library card application will be faxed to the library servicing their address.
- b) Non-residents eligible for a free Greenburgh library card include:
 - Persons who reside outside of Westchester County, but work, owns property, or attend school in unincorporated Greenburgh
 - Persons working for, and living with, eligible cardholders (caregivers)
 - Individuals visiting a resident of unincorporated Greenburgh. A temporary resident is defined as someone from outside Westchester County who is living in unincorporated Greenburgh for two consecutive months.
 - Residents of temporary housing in unincorporated Greenburgh
- c) Individuals who do not meet any of the above qualifications can purchase a card from the Westchester Library System.

Online applications

Online applications for library cards are available via the Library's webpage, www.greenburghlibrary.org. Online applications will be reviewed and a card will be issued if the address provided is within unincorporated Greenburgh. Applicants will receive their card via US mail. All applicants are required to provide appropriate identification as described below upon their first visit to the Library before items may be borrowed.

Resident Adult Card	
Issued to:	Unincorporated Greenburgh residents ages 18 and over
Identification Requirements.	<p>Applicants are required to provide proof of identity and address.</p> <p>The following three items provide both proof of identity and proof of address, therefore only one of these documents is required.</p> <ul style="list-style-type: none"> • A valid NYS Driver's License • NYS Motor Vehicle Department Non-Drivers identification card • NYS Motor Vehicle Department Learner's permit <p>If one of the above items is not presented the applicant needs some form of picture identification, such as an out of state driver's license to establish identity and one of items listed below as proof of residency.</p> <ul style="list-style-type: none"> • A utility bill dated within the last three months with the applicant's name and address • A Bank statement dated within the last three months with the applicant's name and address • Social Security check dated within the last three months with address • Retirement check dated within the last three months with address • Social service voucher dated within the last three months with address
Expiration Date	Three years from the date of issue

Resident Young Adult Card	
Issued to:	Unincorporated Greenburgh residents ages 12 to 17
Identification Requirements	<ul style="list-style-type: none"> • A school report card dated within three months with the patron's name and current address or • Working papers issued within the past three months or • NYS Driver's License or Learner's Permit
Expiration Date	Three years from the date of issue

Resident Children's Card	
Issued to:	Unincorporated Greenburgh residents ages 11 and under
Identification Requirements	<ul style="list-style-type: none"> • A parent or legal guardian is required to provide one form of identification, and have a Greenburgh library card • A parent or legal guardian's signature is required before a card is issued
Expiration Date	Three years from the date of issue
Note	Child need not be present for a parent or legal guardian to obtain a library card for their child.

Non-Residents

Non-Resident Adult Card	
Issued to:	Individuals 18 years of age and older living outside Westchester County and employed by companies in unincorporated Greenburgh
Identification Requirements	<ul style="list-style-type: none"> • Personal identification with the name and address, such as those required by Residents age 18 years and older, and • A letter on their employer's stationery verifying their employment, or • A paycheck or paystub dated within three months
Expiration Date	One year from the date of issue

Non-Resident Young Adult Card													
Issued to:	Individuals ages 12 to 17 years of age living outside Westchester County and attending school in unincorporated Greenburgh												
Identification Requirements	<ul style="list-style-type: none"> • A school report card dated within three months with the patron's name and current address or, • Working papers issued within the past three months • NYS Driver's License or Learner's Permit • And a letter from the school verifying the student is enrolled 												
Expiration Date	One year from the date of issue												
Notes	<p>Schools within the boundaries of unincorporated Greenburgh are:</p> <table border="0"> <tr> <td>Richard J. Bailey Elementary School</td> <td>Maria Regina</td> </tr> <tr> <td>Edgemont Junior/Senior High School</td> <td>Seely Place</td> </tr> <tr> <td>Greenville School</td> <td>Solomon Schecter</td> </tr> <tr> <td>Highview Elementary School</td> <td>Woodlands Middle School</td> </tr> <tr> <td>Lee F. Jackson Elementary School</td> <td>Woodlands High School</td> </tr> <tr> <td>New York School for the Deaf</td> <td></td> </tr> </table>	Richard J. Bailey Elementary School	Maria Regina	Edgemont Junior/Senior High School	Seely Place	Greenville School	Solomon Schecter	Highview Elementary School	Woodlands Middle School	Lee F. Jackson Elementary School	Woodlands High School	New York School for the Deaf	
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Employees residing with residents of unincorporated Greenburgh - Free	
Issued to:	Individuals residing with their employer in unincorporated Greenburgh. These patrons are required to verify their employment and that their employer lives in unincorporated Greenburgh.
Identification Requirements	<ul style="list-style-type: none"> • One form of identification from the employee, and • A signed letter from their employer, with the employer's address and phone number, identifying the individual as an in-house employee and in-house resident.
Expiration Date	One year from the date of issue

Visitors to residents of Unincorporated Greenburgh - Free	
Issued to:	A visitor is defined as an individual who is living with a resident of unincorporated Greenburgh for at least two months consecutively is eligible for a free library card.
Identification Requirements	<ul style="list-style-type: none"> • One form of identification from the visitor, and • A signed letter from the host with the host's address and phone number verifying that this individual is a visitor.
Expiration Date	One year from the date of issue
Residents of temporary housing facilities - Free	
Issued to:	Individuals residing at temporary housing facilities located in unincorporated Greenburgh.
Identification Requirements	<ul style="list-style-type: none"> • One form of identification from the patron, and • A signed letter from the facility verifying that the individual resides there.
Expiration Date	One year from the date of issue
As of May 2010 the only temporary housing facility in unincorporated Greenburgh is West Help of Greenburgh, 1 Knollwood Gate Road, White Plains, New York 10607. (914) 683-2559	

Residents of the City of White Plains - Free	
Issued to:	Residents of the City of White Plains who have been issued a library card from the White Plains Public Library.
Identification Requirements	<ul style="list-style-type: none"> • White Plains Library card • One form of current identification as a White Plains resident.
Expiration Date	Three years from the date of issue
This patron's White Plains barcode will be added to the Greenburgh Library circulation system.	