



HOW TO GET A LIBRARY CARD

Finkelstein Memorial Library cards are available to *residents and property owners* in the East Ramapo Central School District (ERCSD) free of charge.

Library cards can be obtained by presenting:

1. **A valid photo ID AND**
2. **Proof of residence of ERCSD address with your full name.**

The following are acceptable for

A VALID PHOTO ID:

- Driver’s License, Learner’s Permit, or Non-driver’s photo ID – current and valid
- Passport/ Consulate Card – current and valid
- ERCSD Current School Photo ID – electronic acceptable (Good for proof of residence too)
- Original Spring Valley Village ID card*

The following are acceptable for

PROOF OF RESIDENCE IN EAST RAMAPO CENTRAL SCHOOL DISTRICT:

- Must have your full name and address
- Bills/receipts must be from last 60 days

Using an electronic device like a smartphone or computer printout is acceptable to show proof of residence from this column.	These items MUST have arrived by mail and be accompanied with its envelope.
Gas and electric/oil bill (O&R)	Medical bill or explanation of benefits
Cable TV bill (Cablevision, FIOS, Direct TV, etc.)	Bank statement
Property tax bill or receipt / Mortgage loan bill	Credit card bill
Rental agreement	Financial document (403(b) statement, etc.)
Broadband/internet service provider bill	Pay stub
Home telephone bill (Verizon, Optimum, etc.)	Cellular phone bill
Water bill (Veola Water)	Federal, state, county issued document or check
Home insurance bill	College/University bill, transcript, etc.
Vehicle insurance or registration card	

* An original Spring Valley Village ID Card will work as either proof of residence or proof of ID, not both.

Junk mail, applications, magazines, catalogues, FedEx/UPS packages are **NOT** acceptable.

PO Boxes cannot be used as acceptable proof of residence but can be used for library mailings.

Driver’s licenses can only be used for replacement and change of address if new address is present.

Married individuals without any bills in their name must meet all 4 requirements:

1. Come in with their spouse
2. Present valid photo IDs for both spouses
3. Present proof of residence in the spouse's name. A current library card in good standing will suffice.
4. AND a valid marriage certificate from the state married in (Copies and photos are acceptable.)

Adults 18-21 without any bills in their name must meet all 4 requirements:

1. Come in with a parent they are residing with
2. Present valid photo IDs for both individuals
3. Present proof of residence in the parent's name. A current library card in good standing will suffice.
4. AND a valid birth certificate (Copies and photos are acceptable.)

Library policy pertaining to your library card:

- Library cards are not transferable to anyone else. Staff may request photo ID.
- You must have your physical library card or library card on the RCLS Gateway App in order to check out any library material. In the event that you forget your card, card holders may still check out items with valid photo ID and payment of \$1.
- You are responsible for all materials borrowed with your card and for materials borrowed by your minor child (17 years and under). You are responsible for any late fees. You are responsible for any damaged or lost items. Do not leave materials outside a drop box.
- A lost card should be reported immediately. Borrowers are responsible for materials taken out with their cards until the card is reported lost or stolen.
- An adult replacement card may be obtained with photo ID if same address. If new address, proof of residence must be provided. A new driver's license with the new address will suffice as proof of residence in this situation. Payment of \$2 is also required.
- Change of address must be reported immediately. Proof of residence must be provided. A new driver's license with the new address will suffice as proof of residence in this situation.

When you sign your application and when you use your card, you indicate your acceptance of library policies, including those referred to above.

Library policy may be changed at any time. Please see our website for the most current policy.

THERE ARE MANY SERVICES THE LIBRARY OFFERS THAT DO NOT REQUIRE A LIBRARY CARD. A LIBRARY CARD ENABLES YOU TO CHECK OUT MATERIALS AT ALL Ramapo Catskills Library System (RCLS) LIBRARIES. PATRONS CAN HAVE ONLY ONE CARD WITHIN THE RCLS SYSTEM.

We look forward to serving you.

