

## Library Hours

Monday	10:00 am - 5:30 pm
Tuesday	10:00 am - 9:00 pm
Wednesday	10:00 am - 9:00 pm
Thursday	10:00 am - 5:30 pm
Friday	10:00 am - 5:30 pm
Saturday	10:00 am - 5:30 pm
Sunday	Closed

## Library Phone Numbers

Main menu: hours, directions, etc.	721-8200
Adult Reference	721-8225
Children's Library	721-8227
Young Adult Library	721-8224
Circulation Desk	721-8204
Overdue Notices	721-8204
Renewals	674-4169
Director's Office	721-8223

## LIBRARY BOARD OF TRUSTEES

Calvin Thomas, President  
Elaine Braswell, Vice President  
Lisa Dinon, Treasurer  
Mariquita Blumberg, Secretary  
David Griff  
Sondra Lanson  
Christopher Moriarty  
Darryl Williams

Diana Juettner, Town Board Liaison

## BORROWING GUIDELINES

If you live in Unincorporated Greenburgh, your free library card is issued for three years from the date of registration. You must provide personal identification and proof of current address. Acceptable forms include a valid NYS Drivers License and a current (within 3 months) utility bill. Your library card is honored in every public library in Westchester. Please call if you have any questions about proper identification.

If you do not live in Westchester County you may qualify through an eligible business or school address located in Unincorporated Greenburgh. Non-resident cards are issued for one year; two forms of ID are required: a letter from your employer on letterhead stating that you are a current employee, or a company photo ID, **and** a valid student ID or a valid Drivers License.

If you forget your card there is a \$.50 fee to use your license. No items are checked out without proper ID.

### Please Note:

Children ages 9-12 are not to be left without the presence of a parent or guardian in the building and children 8 and under must be supervised by a parent or guardian at all times. If a child is left unattended at the Library's posted closing time the police will be notified and such child will be taken by the police to the Greenburgh Police Dept., 188 Tarrytown Road, White Plains, NY 10607.

**The Library can not provide childcare.**

# Greenburgh Public Library

**Home of**  
**E-Audio Books**  
**Free Online Homework Help**  
**Free Online Test Preparation**  
**Free Online Research**  
**Free Online Book Clubs**  
**Follow the Links on Our Website**

## Users Guide



**Greenburgh  
Public Library**

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PUTTING SERVICE FIRST  
[www.greenburghlibrary.org](http://www.greenburghlibrary.org)  
300 Tarrytown Road, Elmsford, NY 10523  
914-721-8200

## ***RETURNING YOUR MATERIAL***

### ***GETTING YOUR MATERIAL***

◆ **ASK FOR ASSISTANCE**

If you cannot find what you need, please ask a staff member. We are committed to giving you the best library service in the county.

◆ **RESERVES AND RENEWALS**

You may reserve a total of 20 items — books, CDs, DVDs, videos, or sound recordings — Magazines, Express DVDs & Express Books cannot be reserved. Items are held for 10 days on the reserve shelf. There is a .50¢ per item charge for all reserve items **NOT** picked up.

Materials not available in this library may be borrowed from another WLS Library. Items may be renewed once for the regular loan period if there are no reserves on the item. Reserves & renewals may now be done via the Internet. From the Library’s website, [www.greenburghlibrary.org](http://www.greenburghlibrary.org), go to the Catalog or the “Reserve/Renew” icon. Once you are in the Westchester online catalog you can review your account, search for items, place items on hold, etc. Computerized telephone renewal is also available via “TeleCirc”, at 674-4169. Have your library card number handy.

◆ **INTERLIBRARY LOAN**

Materials not available in the Westchester Library System may be borrowed from a non-WLS library for a period of 28 days. There are no **renewals** for these materials. There will be a fine of \$2.00 per day with a maximum fine of \$25.00 for InterLibrary Loans.

◆ **RETURN POLICY**

Most items may be returned at any public library in Westchester County. But please note:

**\*Express items must be returned to Greenburgh!**

◆ **BOOK DROPS**

For your convenience, the outdoor book drops are open 24 hours a day, 7 days a week.

### ***KEEPING YOUR LIBRARY PRIVILEGES***

◆ **RENEWING YOUR CARD**

Library cards may be renewed in person with valid identification at the Greenburgh Public Library, or other libraries within the Westchester Library System.

◆ **RESPONSIBILITY FOR YOUR CARD**

You are responsible for all materials borrowed on your or your child’s card. **Report lost cards immediately!** We encourage patrons to pay all extended use fees promptly. You are financially accountable for all unreturned items charged to your library barcode number.

◆ **REPLACING YOUR CARD**

In order to replace a lost card, valid identification must be presented in person at the Library and a lost card replacement fee of \$3.00 must be paid.

◆ **MATERIALS LOST OR DAMAGED**

Patrons are responsible for the **cost of the item**, and any **overdue fine incurred** for lost or damaged items.

◆ **MAINTAINING YOUR LIBRARY PRIVILEGES**

Patrons with over \$25.00 in outstanding fines or lost items on their record will be automatically blocked by the Westchester Library System and will not be permitted to check-out materials.

## **GREENBURGH LOAN POLICIES**

A maximum total number of 50 items may be checked out per card.

Type	Extended Use Fee - Daily	Maximum Extended Use Fee	Limits: Reserves taken unless otherwise noted.	Loan Period Renewable unless otherwise noted
<b>Adult Materials</b>				
Adult Books	.20	\$ 10.00	None	21 Days
Adult Paperbacks	.20	\$ 5.00	None	21 Days
Audio Books on Tape & CD, & Music CDs	.20	\$ 10.00	10	21 Days
New Fiction and Non-Fiction	.20	\$ 10.00	None	14 Days
14-Day Express Books & Audio Books	.50	\$ 10.00	None No Reserves	14 Days No Renewals
Magazines/Pamphlets	.20	\$ 5.00	5 Per Title No Reserves	7 Days No Renewals
DVDs	1.00	\$ 10.00	10	7 Days
Express DVDs	1.00	10.00	3 No Reserves	3 Days
Playaways	2.00	\$ 10.00	10	14 Days
CD-Roms	1.00	\$10.00	5	14 Days
<b>Children’s Materials</b>				
Books	\$ .10	\$ 5.00	None	21 Days
Music CDs	.10	\$ 5.00	10	21 Days
Books-on-Tape & CD	.10	\$ 5.00	10	21 Days
DVDs & Videos	1.00	\$ 10.00	10	7 Days
CD-ROMs	1.00	\$ 10.00	5	14 Days
Magazines	.10	\$ 5.00	5 Per Title	7 Days
Kits	.10	\$ 5.00	None	21 Days
Playaways	2.00	\$ 10.00	10	14 Days

The Library will impose additional fees related to recovery of overdue materials.