

## **Credit/Debit Card Payments**

The Otsego County Library Board of Trustees has approved an account with Square Reader to allow the Library to accept payments by credit or debit card. Patrons will be notified of this option with signage at the circulation desk. The library will not accept Square Reader payments for the Friends of the Library.

Payment must be a minimum of \$1.00 for a swiped transaction and \$5.00 for a manually entered transaction. The Library will not charge the patron for the Square Reader transaction fee.

The patron can provide an email address to receive an emailed receipt or a cell phone number to receive a text receipt. If a print receipt is required, a supervisor will access the Square Reader account and make a printout of the transaction.

All payments from Square Reader will be automatically deposited in a library account managed by the Otsego County Treasurer.

Adopted by motion of the Board on December 16, 2014