

Title: Library Card Policy

Effective Date: 2/1/15

Authorized By: Library Board of Trustees

Date of Last Revision: 9/25/17

Library cards are issued at no charge to residents or real property owners of Huntington City-Township and the Town of Markle. Only one card will be issued per resident. In all cases Indiana State Code regarding the issuing of library cards will supersede all provisions of this policy.

At the time of application, residents must show proof of ID and proof of current address. Acceptable forms of identification include driver's license, passport, current utility bill, bank statement and/or rental agreement. Staff may accept other forms of identification if they determine them to be legitimate; however staff will also retain the right to refuse any form of identification if there is reasonable doubt regarding authenticity or currency.

At the time of application library staff will verify all addresses using an online system to ensure that they are in the correct taxing district.

If a patron is applying for a library card based on owned property rather than a home address they must provide a tax statement or receipt in their name. Dependent children may also be issued a card based on property ownership.

Cards for patrons under the age of 18 must be signed by a parent or legal guardian.

No new card or renewed card will be issued if a patron has fines or fees exceeding \$10.00. No new card or renewed card will be issued to children if their parent or legal guardian has fines or fees exceeding \$10.00.

Replacement Cards

Lost, damaged or stolen cards may be replaced at a cost of \$2.00. A free replacement will be given if a card is expired and eligible for renewal. Proper ID must be presented to obtain a replacement card.

Card Use

- The registration term for all patron types will be 1 year unless otherwise noted.
- The item checkout limit for all patron types will be 100 unless otherwise noted.
- Each borrower must have and use their library card. Adult card holders may be allowed to use their driver's license to check out for themselves and their dependent children, only if they have signed the child's original library card application. Circulation staff will have the right to refuse checkout without a library card for any reason.

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- Patrons who are unable to come to the library may make arrangements with the Adult Services Department Head to have someone pick up their books for them. If this is a regular occurrence the card will be kept at the Circulation Desk and authorized users will be added to the card.
- Privacy of patron use is strictly enforced and information regarding checkouts, overdues, and holds will not be shared with anyone except the card holder. The responsible parent or legal guardian may be informed of any information on a minor's account only if they are the one who signed the library card application.
- A library card allows access to public computers. Patrons will not be allowed to use the computers if they have fines or fees exceeding \$10.00. Non-residents or residents who do not have a library card may be issued a guest pass for computer use. Guest passes will not be issued to patrons who hold a valid library card.

Patron Types

- Adult Patron
 - Full borrowing privileges are extended to those who live, or own property in Huntington City-Township or the Town of Markle.
 - Adult patrons who are under the legal guardianship of another adult and who are unable to enter into legal agreements must follow the procedures and policies of a juvenile patron, including limiting access to internet. In all cases, proof of legal guardianship must be provided by the legal guardian.
- Young Adult Patron
 - Used for patrons ages 13-17. Internet use consent form must be signed by the parent or legal guardian. If a child has 2 parents under separate residency 2 cards may be issued to the child. Each card must be signed for by the responsible parent or legal guardian.
- Juvenile Patrons
 - Used for patrons age 12 and under. Internet use consent form must be signed by the parent or legal guardian. If a child has 2 parents under separate residency 2 cards may be issued to the child. Each card must be signed for by the responsible parent or legal guardian.
- School Card - Student
 - Used for patrons in grades K-12 who do not live in the district but attend a school system that operates at least in part in the district. Internet use consent form must be signed by the parent or legal guardian. Only one card per child is allowed. The card must be signed for by the responsible parent or legal guardian. Students 18 and older do not

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require parental signature. All students must show proof of attendance at the school in the form of documentation that contains both the student's name, the current enrollment year, and the school name or a school ID.

- School Card - Teacher
 - Used for teachers in grades K-12 who do not live in the district but are employed by a school system that operates at least in part in the district. For the purpose of this card a teacher will be defined as any permanent staff providing instruction in the school or any school administrator. All teachers must show proof of employment at the school in the form of documentation that contains both the teacher's name, the current year, and the school name or a school ID.
- College Student
 - Used for patrons enrolled in a college or university who do not live in the district but attend a school that operates at least in part in the district. College students who are not 18 years of age must follow all rules and procedures associated with juvenile registrations. All students must show proof of attendance at the school in the form of documentation that contains both the student's name, the current enrollment year, and the school name or a school ID.
- Non-resident Patrons:
 - Any person who is not a resident of Huntington City-Township or the Town of Markle may pay for a non-resident card. The cost is commensurate with the cost of supplying services to borrowers who pay library taxes. The cost is based on the Indiana State Library formula and may change annually. (Note: the library will sell only individual non-resident cards. The practice of issuing family cards will be discontinued as it is not consistent with the state code.)
- Schools and Caregivers
 - Item limit: 20
 - Schools, day cares, nursing homes and other caregivers who legally occupy premises in Huntington City Township or the Town of Markle but not owning property may be issued an organization card. All organization cards must be approved by the Adult Services Department Head or the Library Director. The card can be used only for the purpose of the school or business. Each card holding entity must establish a list of authorized users. Only these users will be allowed to check out materials with this card.
- Tutors and Tutees
 - Item limit: 20

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- Tutors and tutees who are actively enrolled in the Huntington County Literacy Coalition tutoring program may apply for a free library card.
- Temporary Patron
 - Registration term: 6 months
 - Item limit: 6
 - Individuals who do not have a permanent residence in Huntington City-Township or the Town of Markle but have reason to be in the area for less than 6 months may apply for a free library card. This includes residents of temporary housing or shelters. All applicants must supply some proof of address with their name on it.
- Public Library Access Cards (PLAC)
 - Huntington City-Township Public Library cards will be issued at no charge to non-residents who are in good standing at their home library and have purchased an Indiana Public Library Access Card (PLAC). These cards may be purchased at the home library, Huntington City-Township Public Library or the Markle Branch. PLAC cards are valid for one year from the date of purchase. The cost of a PLAC card is set by the Indiana State Library and may change annually. Huntington City-Township and Markle residents may purchase a PLAC card to be used at other libraries throughout the state.
- Staff
 - All HCTPL staff will be entitled to a library card at no cost. Staff cards will not accumulate fines however lost materials will be billed in full. At the time of termination or retirement the staff card will be changed to a regular adult card. If the card holder does not live in Huntington City-Township or the Town of Markle their card will remain valid until the time it expires.