

## Library Card Policy

All residents of Barren County, who are 5 years of age or older, are eligible for a free library card.

**Adults:** To obtain a library card each adult (16 years and older) must fill out a registration form and provide a photo identification card with the individual's name and current address (a driver's license, state ID card or military ID are acceptable). If the address on the photo ID is not current, a second form of identification must be provided (utility bill, voter registration card, printed checks, etc.)

**Children:** To obtain a library card each child (5 to 15 years of age) must have a parent or guardian sign the registration form in the presence of a staff member. The adult signing the form must have a library card also.

### **Non-residents:**

- If you own property in Barren County you are eligible for free library cards for yourself and family members.
- Non-residents who attend school or work in Barren County are eligible for a free library card for themselves only.
- Non-residents who do not qualify for a free library card can purchase a card for a fee of \$25.00 annually. The renewal date for this type of card is based on the date the card is first issued.

To obtain a library card each adult (16 years and older) must fill out a registration form and provide a photo identification card with the individual's name and current address (a driver's license, state ID card, or military ID are acceptable). A tax bill to verify property ownership, a school ID to verify school attendance or paycheck stub to verify local employment is necessary.

### **Teacher/School Cards:**

To obtain a library card each teacher must fill out a registration form and provide a photo identification card with their name and current address (a driver's license, state ID card or military ID are acceptable). If the address on the photo ID is not current, a second form of identification must be provided (utility bill, voter registration card, printed checks, etc.)

- A teacher library card and a personal library card are two separate accounts. A patron may be issued both types of card.
- Loan Period – Books are due at the next bookmobile visit or 30 (thirty) days whichever is longer. (The bookmobile typically runs on a monthly schedule.)
- Renewal Period – Items may be renewed 1 (one) time.
- Number of items allowed – May checkout 20 (twenty) items or the number of students in the classroom, which ever amount is larger.
- **No overdue fines will be charged. Payment of lost or damaged item costs are the responsibility of the teacher.**
- If 2 (two) or more items are not returned by the due date, the teacher account will be placed on hold until the matter is resolved.
- The card is valid for 3 (three) years.
- **Materials checked out on a teacher card must be for classroom use only and not for personal borrowing such as current fiction and best sellers. The card will be suspended if the teacher is in violation of the Teacher/School Card policy.**

**Responsibility:** Each library card holder is responsible for all items borrowed on their card. All card holders must use their library card to check out material.

**Lost or Stolen Cards:** If the card is lost or stolen, it is the patron's responsibility to notify the Library immediately. The patron will be held responsible for any material checked out before the card is reported lost or stolen. For a lost or stolen card, there is a \$3.00 replacement fee (non-refundable). Cards that are reported lost or stolen cannot be used.

**Damaged Cards:** If a card is damaged to such an extent that it can no longer be used, a replacement card must be issued before any material is checked out. For a damaged card, there is a \$3.00 replacement fee (non-refundable).

*The Board of Trustees of the Barren County Public Library reserves the right to amend any or all of the above regulations or restrictions without notice at any time.*

*Approved August 25, 2009*

*Amended May 24, 2011*

*Amended August 23, 2016*