

## Policy #15: Service for Resident & Non-Resident Users.

### A. Who May use the Library

#### 1. Residents

- a. The Library will serve all residents of the community. Service will not be denied or abridged because of religious, racial, social, economic, or political status.
- b. The Library will serve all residents within the population area that the Library is charted to serve.
- c. Persons residing outside the geographical area but owning property or attending an educational institution in the area shall be considered residents.

#### 2. Non-Residents

- a. Non-residents are required to fill out a registration. They have to put their place of permanent residence on the form.

### B. Registration of Borrowers / Issuance of Library Cards

1. All persons wishing to borrow material from the Library must have a valid library card.
2. Any persons (adult or child) permanently residing in the counties of the system area may make out an application for a regular borrowers card. Patron having cards in other libraries in the system are asked to register in this Library and obtain this Library's card. This is necessary for controlling over-dues, etc.
3. Regular borrowers also include persons who reside here temporarily, but who own property in the area, and return on a regular basis. For these – obtain information as to the permanent mailing address of the person, telephone etc.
4. When a person expresses a wish to obtain a library card, establish that he/she has never had a card before. If there is any doubt, check the registration files. These are arranged in alphabetical order by the borrowers' last name.
5. If the patron has never had a card, then he/she must fill out a new application form. Materials you need for this are located in the bottom of the desk drawer.
6. To obtain a library card, individuals over 18 must submit proof of name and current address.
7. Children may receive library cards when they are 4 years old. Children become eligible for adult cards when 12 years old.