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.