



George H. & Ella M.

Rodgers Memorial Library

INSPIRING IDEAS

Policy Number: 6

Policy: Library Card Eligibility and Renewal

Adopted By: Library Board of Trustees	Revision Number 2
Approval Date: December 18, 2019	Revision Date: December 18, 2019

1. Policy:

To allow all citizens the ability to obtain a library card at the George H. & Ella M. Rodgers Memorial Library, hereinafter RML, ensuring access to RML materials and programs once requirements and/or fees are fulfilled.

2. Procedure:

Library Card Applications can be found on the s: drive, in the Forms section of this manual and on our website.

Hudson residents wishing to obtain a library card must fill out a library card application, provide a picture identification and proof of Hudson residency. Parental identification is required for minors under the age of 5. This card is valid for 2 years.

Hudson high school students of any age may obtain a library card with school ID or a valid driver's license without written parental permission. This library card will be labeled, "High School Student Fine Free" account. This card is valid until June 30 of their graduation year.

Non-residents who attend a Hudson school, work in the Town of Hudson or own property in the Town are eligible to receive a library card. Patrons must fill out a library card application, present picture identification and proof of property ownership. Students must present proof of enrollment. Employees in the Town of Hudson must present proof of employment, such as a pay stub. This card is valid for 1 year.

Non-residents may purchase an immediate family membership for an annual fee currently set at \$50 per year by the Board of Trustees. Picture identification is required. A library card will be issued to each immediate family member. This card is valid for 1 year.

A temporary card may be issued to a person living in town with no fixed address. To obtain a card, the applicant must show a photo ID and proof of address. The proof of address may be either a letter from a cooperative service agency agreeing to accept your mail or a piece of mail addressed to the applicant at the temporary address postmarked within the last 10 days. This card is valid for 3 months.

All patrons must present their old cards at the time of expiration. If a patron has lost their card, a fee at fair market cost may be charged for the replacement of said card.

All patrons must present their own library card or a valid picture ID associated with their own active library account in order to borrow library materials.

Patrons are responsible for keeping their contact information current. A driver's license or other appropriate ID must be shown to verify and update patron account information including: patron's name, address, home telephone number and e-mail address.

Library cards will automatically be blocked when a patron's fine exceeds \$5 or the patron has more than 10 items overdue. A patron card may also be blocked or barred at the discretion of the Library Director to prevent either check-out or computer use if the patron violates the rules of the library after repeated warnings.

The Library Board of Trustees declares that, in the interest of keeping timely and accurate statistics regarding patrons and library materials usage, expired patron cards which have remained inactive for two years or more will be deleted from the patron database.