

MEMBERSHIP

GENERAL POLICY

A. ELIGIBILITY

One free library card will be issued to each individual who meets one of the eligibility requirements listed below:

- Boone County resident
- Boone County property owner
- Teacher employed by a Boone County public or private school or a homeschool educator
- Business located in Boone County
- Student enrolled full-time in a Boone County public or private school
- Library staff member
- Library volunteer
- Resident of Lawrenceburg with a Lawrenceburg Public Library card
- NORTH REGION/SWON/NKU

Individuals who do not meet any eligibility requirements may purchase a library card.

B. RESPONSIBILITY

The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card. The parent or guardian who signs the application for a juvenile card is responsible for all items borrowed with that card.

C. EXPIRATION/RENEWAL

- Library cards expire periodically to provide an opportunity to verify and update customer information. Most cards expire every Five [5] years; exceptions include non-resident cards, business cards, educator cards, temporary cards, and purchase cards.
- Library Card Renewals are granted:
 - In person with current ID
 - Over the phone as long as address is unchanged
 - Over Email as long as address is unchanged
- Phone and email renewals WILL NOT be granted if the address is different or an account is more than two [2] years expired. The customer is required to come in with current identification

- **Cards that may not be renewed by staff:**
 - **Temporary Cards**
 - **Online Digital Access Cards**
 - **SDAC Cards**

- There is no fee for membership renewal unless membership is a purchased membership.

D. SUSPENSION

Borrowing privileges may be suspended for non-returned items, unpaid fees, a change in eligibility, or upon request of the customer.

SPECIFIC MEMBER POLICY

A. ADULT CARD

- ❑ Individuals, 18 years and older, who live or own property in Boone County.
- ❑ Must provide identification and proof of residence and/or ownership. (*A post office box does not meet this requirement.*)
- ❑ RENEWAL: Five [5] years from date of issue.
- ❑ RESTRICTIONS: None
- ❑ The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card.

B. JUVENILE CARD

- ❑ Children, birth through 17, whose parent[s] or guardian lives and/or owns property in Boone County.
- ❑ Parent/Guardian must provide identification and proof of residence and/or ownership. (*A post office box does not meet this requirement.*)
- ❑ Must have a parent or guardian's signature (birth – 17)
- ❑ Child MUST be present when applying for a library card.
- ❑ RENEWAL: Five [5] years from date of issue.
- ❑ RESTRICTIONS: Interlibrary loan service (ILL), R-rated DVDs, Parental Advisory CDs. and M-rated software, Meeting rooms
- ❑ The parent or guardian who signs the application for a juvenile card is responsible for all items borrowed with that card.

C. EDUCATOR CARD

- ❑ Individuals who are employed as teachers in any Boone County K-12 school, public or private and homeschool educators. Independent preschool/daycare are not eligible, but may contact outreach@bcpl.org for service options.
- ❑ Must provide picture identification and proof of employment.
- ❑ Homeschool educators must provide a copy of the letter required to be submitted to their school board, to prove they are a homeschool parent/guardian and eligible for our Educator services.
- ❑ RENEWAL: Cards expire May 31st and will be renewed August 1, by staff, unless proof of summer school contract is presented.
- ❑ RESTRICTIONS: New Releases and/or items for personal use.
- ❑ Thirty [30] items at any one time.

- ❑ Loan periods of forty-two [42] days.
- ❑ Seasonal items and books in high demand are subject to limits
- ❑ The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card.
- ❑ An Educator may have a personal card as well as an Educator card as long as they meet the requirements for Adult or Non-Resident Adult.

D. BUSINESS/ORGANIZATION CARD

- ❑ Businesses, Organizations, Institutes and Agencies located within Boone County
- ❑ Must provide identification and proof of address (*A post office box does not meet this requirement.*)
- ❑ A written request on business/organization letterhead including the names of employees (not to exceed 6) authorized to use the card and signed by the owner, manager, financial agent, or principal must accompany the Business/Organization Application.
- ❑ Application must be signed by an officer of the organization who has the authority to assume financial responsibility for the organization.
- ❑ RENEWAL: One [1] year from date of issue
- ❑ RESTRICTIONS: None
- ❑ The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card.

E. SWON/NORTH REGION/LAWRENCEBURG/NKU CARD (NON-RES AD/CHILD)

- ❑ Individuals who are members/registered borrowers at:
 - i. SWON or North Region member institution
 - ii. Lawrenceburg Public Library and a Lawrenceburg resident. Lawrenceburg Public Library cardholders must reside in the cities of Lawrenceburg and Greendale and the townships of Harrison, Jackson, Kelso, Lawrenceburg, Logan, Miller, and York in order to receive a BCPL card. BCPL's agreement is with Lawrenceburg Public Library and does not cover other entities LPL has reciprocal agreements with.
 - iii. Northern Kentucky University students with their student ID (not available to NKU staff or faculty).
- ❑ Parent/guardian signature & ID required for child 17 and under. Child must be present when applying for a library card.
- ❑ Must provide identification
- ❑ RENEWAL: One [1] year from the date of issue

- ❑ RESTRICTIONS: Interlibrary loan service (ILL) Purchase Requests
- ❑ RESTRICTIONS FOR JUVENILES: Interlibrary Loan service (ILL), Purchase requests, meeting rooms, R-rated DVDs, M-rated Software, Parental Advisory CDs..
- ❑ The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card. The parent or guardian who signs the application for a juvenile card is responsible for all items borrowed with that card.

F. PURCHASE CARD

- ❑ Individuals who do not meet any of the eligibility requirements for a free library card
- ❑ Must be 18 or older
- ❑ Must provide identification and proof of address. (*A post office box does not meet this requirement.*)
- ❑ RENEWAL: One [1] year from the month of issue.
- ❑ RESTRICTIONS: None
- ❑ FEE: \$80.00 annually
- ❑ The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card.

G. TEMPORARY CARD

- ❑ Customers who do not have address identification at the time of registration are eligible for a temporary card.
- ❑ **Must be 18 or older**
- ❑ MUST present a picture ID
- ❑ Are limited to three [3] ITEMS at checkout
- ❑ Expiration: Six [6] Months, ***NO renewals*** until current address in Boone County or reciprocal county is presented to staff
- ❑ Staff are to place a note in the extended notes field stating “Customer must show address identification. Limited to checking out [3] three items until address verification is received”.
- ❑ RESTRICTIONS: Equipment, Interlibrary Loan service (ILL), purchase requests, meeting rooms.
- ❑ The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card.

H. MILITARY CARD

- ❑ Customers who present a military ID are eligible for a BCPL library card regardless of state/county of residency.
- ❑ Staff will use patron code Non-Res Ad
- ❑ **MUST** present Military ID
- ❑ Expiration: One [1] year from the date of issue
- ❑ Staff are to type 'MILITARY' in the notes field under the extended info tab.
- ❑ RESTRICTIONS: Interlibrary loan service (ILL), Purchase Requests.
- ❑ The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card.

I. SDAC CARD

- ❑ Students from various Boone County schools are issued SDAC cards through the IT department
- ❑ Staff **DO NOT** issue these cards
- ❑ For BCPL online databases **ONLY**
- ❑ RESTRICTIONS: physical items, meeting rooms, Interlibrary Loan service (ILL), purchase requests, equipment.
- ❑ Expiration: Student's graduation date
- ❑ **STAFF ARE NOT TO CHANGE THESE CARDS**
 - i. This is a situation that a customer may have 2 accounts

J. ONLINE DIGITAL ACCESS CARD

- ❑ Created online through www.BCPL.org
- ❑ For BCPL online databases **ONLY**
- ❑ RESTRICTIONS: physical items, meeting rooms, Interlibrary Loan service (ILL), purchase requests, equipment.
- ❑ Expiration: Six [6] months, ***NO RENEWALS***
- ❑ Staff may change these over to full privilege cards upon presentation of valid identification
 - i. Staff **MUST** change the profile name from ONLINE to the prospective profile name. (ADULT, NON-RES AD, etc.)