

MEMBERSHIP

GENERAL POLICY

A. ELIGIBILITY

A 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
- ❑ Business located in Boone County
- ❑ Library staff member
- ❑ Library volunteer
- ❑ Resident of Lawrenceburg with a Lawrenceburg Public Library card
- ❑ Student at Northern Kentucky University
- ❑ PLANCK/SWON library registered member

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 three [3] years; exceptions include non-resident cards, business cards and teacher cards. There is no fee for membership renewal.

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: Three [3] 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. The parent or guardian who signs

the application for a juvenile card is responsible 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.
- ❑ 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)
- ❑ RENEWAL: Three [3] years from date of issue.
- ❑ RESTRICTIONS: Interlibrary loan service (ILL), R-rated DVDs, and M-rated software. Children younger than 13 may not check out parental advisory music.
- ❑ A parent or guardian must be present at application time
- ❑ The parent or guardian who signs the application for a juvenile card is responsible for all items borrowed with that card.

C. TEACHER CARD

- ❑ Individuals who are employed as teachers in any Boone County school, public or private. (Homeschool and independent preschool/daycare do not meet this requirement.)
- ❑ Must provide identification and proof of employment.
- ❑ RENEWAL: Cards expire the last day of May following the month of issue. Cards will not be renewed until August 1, unless proof of summer school contract is presented.
- ❑ RESTRICTIONS: Readers' Express, and New Releases. Thirty [30] items at any one time.
No items for personal use
- ❑ The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card.

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 Business/Organization/Institution/Agency to whom a library card is issued assumes full responsibility for all items borrowed with that card.

E. NON-RESIDENTIAL ADULT

- ❑ Individuals who are members/registered borrowers at a SWON or PLANK member institution or the Lawrenceburg Public Library or are Northern Kentucky University students.
- ❑ Must provide valid identification with the reciprocal county's address listed
- ❑ RENEWAL: One [1] year from the date of issue
- ❑ RESTRICTIONS: Interlibrary loan service (ILL)
- ❑ The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card.

F. NON-RESIDENTIAL CHILD CARD

- ❑ Includes children who are non Boone County residents, whose parent/legal guardian are members/registered borrowers at a SWON or PLANK member institution or the Lawrenceburg Public Library
- ❑ Must have parent/guardian signature
- ❑ Renewal is one year from date of issue
- ❑ RESTRICTIONS: Interlibrary loan service (ILL), R-rated videos and DVDs, and M-rated software. Children younger than 13 may not check out parental advisory music.
- ❑ 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.

G. TEMPORARY CARD

- ❑ Customers who do not have address identification at the time of registration
- ❑ May check out 3 items until address verification is received.

H. PURCHASE CARD

- ❑ Individuals who do not meet any of the eligibility requirements for a free library card
- ❑ Must provide identification and proof of address. (*A post office box does not meet this requirement.*)
- ❑ Must have a parent or Guardian's signature if under 18.
- ❑ RENEWAL: One [1] year from 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. The parent or guardian who signs the application for a juvenile card is responsible for all items borrowed with that card.

I. OUTREACH CARD

- Any Boone County resident, regardless of age, who is unable to visit the Library due to a temporary or permanent limitation may receive delivery from outreach staff.
- Must provide identification and proof of residence and/or ownership. (*A post office box does not meet this requirement.*)
- Any childcare center, preschool, and after-school program served by the outreach staff.
- RENEWAL: One [1] year from month of issue.
- RESTRICTIONS: Readers' Express. Thirty [30] items at any one time. 2 kits at any one time.
- The individual/center to whom a library card is issued assumes full responsibility for all items borrowed with that card.

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