

Library Cards and Lending

Library Card Eligibility

1. Boone County residents or property owners.
 - a. Must provide proof of residence or ownership. *No PO Boxes.*
 - b. A parent or legal guardian must sign for minors under 18.
2. Boone County Public Library staff and volunteers.
3. Owners of businesses located in Boone County.
4. Educators employed by a public or private school in Boone County.
5. Full-time students enrolled in a Boone County public or private school.
6. Residents of Lawrenceburg-Indiana with a current LPL card.
7. Cardholders in good standing from North Region of Kentucky Libraries: Bath, Boone, Bourbon, Boyd, Bracken, Bullitt, Campbell, Carroll, Carter, Fleming, Franklin, Gallatin, Grant, Greenup, Harrison, Henry, Jefferson, Kenton, Lewis, Mason, Montgomery, Oldham, Owen, Pendleton, Robertson, Rowan, Scott, Shelby, and Trimble.
8. Cardholders in good standing from [SWON Member Institutions](#).
9. Students in good standing from Northern Kentucky University.

Library Card Expiration

Library cards expire periodically to provide an opportunity to verify and update customer information. You may be able to renew your Adult or Juvenile library card by phone or email. Call 859-342-2665 or email us at info@bcpl.org to ask!

Library Card Suspension

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

Replacing a lost Library Card

To replace a lost card please bring a photo ID and proof of current address to a BCPL location near you.

Resetting Your PIN

If you provided the Library with an email address, then go to [My Account](#) and click on the *Forgot My Pin* to reset your PIN. Otherwise, call us.

Responsibility for Borrowed Items

1. The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card.
2. The parent or guardian who signs the juvenile card application is responsible for all items borrowed with that card.
3. Parents and guardians, *not library staff*, are responsible for monitoring and approving selections made by minor children.

4. Parents or guardians who wish their children not to have access to certain materials should advise their children.

Types of Library Cards

Adult Card

- Eligibility: Boone County residents or property owners 18 years old or older.
- Required: You must provide identification and proof of residence or ownership.
- Renewal: Five years from date of issue.
- Restrictions: None.

Business / Organization Card

- Eligibility: Businesses, organizations, institutes, and agencies located within Boone County.
- Required:
 - Applicant must provide identification and proof of address.
 - Applicant must provide a written request on business / organization letterhead that includes the names of all employees (not to exceed 6) authorized to use the card.
 - The written request must be signed by the owner, manager, financial agent, or principal, and it must accompany the Business / Organization Application.
 - The Business Card application must be signed by an officer of the organization with authority to assume financial responsibility for the organization.
- Renewal: One year from date of issue.
- Restrictions: None.

Educator Card

- Eligibility: Homeschool educators and individuals employed as teachers in a public or private, Boone County K-12 school. Independent preschool/childcare teachers are not eligible but may contact outreach@bcpl.org for service options.
- Required: Teachers must provide picture identification and proof of employment. To prove they are eligible for our Educator services, homeschool educators must provide a copy of the letter required to send their school board.
- Renewal: Expires May 31st each year and may be renewed August 1, by staff, unless proof of summer school contract is presented.
- Restrictions: No new releases or items for personal use. Thirty items at any one time. Loan periods of 42 days. Seasonal items and books in high demand are subject to limits.

Juvenile Card

- Eligibility: For minors from birth to age 17 whose parent(s) or guardian(s) live or own property in Boone County.
- Required: You must provide identification and proof of residence or ownership. Minors must have a parent or guardian's signature to get a Juvenile Card.
- Renewal: Five years from date of issue.
- Restrictions: No Interlibrary Loan service (ILL), R-rated videos and DVDs, and M-rated software.

Military Card

- Eligibility: For military personnel in Boone County.
- Required: Must present a current Military ID.
- Renewal: One year from the date of issue.
- Restrictions: No Interlibrary Loan (ILL) service; no purchase requests.

Purchased Card

- Eligibility: For individuals who are not eligible for a free library card.
- Required: You must provide identification and proof of address. (A post office box does not meet this requirement.) If under 18, you must have a parent or guardian's signature.
- Renewal: One year from the date of issue.
- Restrictions: None.
- Fee: \$80.00 annually

Reciprocal Card

- *Eligibility: For individuals who are registered borrowers at a SWON or KDLA North Region member institution, NKU, or Lawrenceburg Public Library.*
- *Required: You must provide identification and proof of affiliation with reciprocal school or library.*
- *Renewal: One year from the date of issue.*
- *Restrictions: No Interlibrary Loan service (ILL).*

Temporary Card

- Eligibility: For Boone County residents, property owners, and businesses. (Teachers, parents, and students should inquire about Student Digital Access Cards.)
- Required: Identification and proof of address (a post office box does not meet this requirement) to remove restrictions and extend privileges.
- Expiration: 6 months from date of issue.
- Restrictions: None on digital items. You can place holds on physical items but can check-out no more than 3 at one time.

Student Digital Access Card (SDAC)

- Eligibility: Students in participating Boone County schools.
- Required: Attend one of the following schools:
 - Goodridge Elementary
 - Ballyshannon Middle School
 - Camp Ernst Middle School
 - Conner Middle School
 - Gray Middle School
 - Ockerman Middle School
 - R.A. Jones Middle School
 - Boone County High School
 - Conner High School
 - Cooper High School
 - Ryle High School
- Expiration: Upon graduation from high school or transfer to a school outside Boone County. If students have forgotten their SDAC numbers, they are listed in **Infinite Campus**.
- Restrictions: Digital access only.

Digital Access Card (BOONE)

- Eligibility: Residents, business, and property owners in Boone County.
- Required: Complete [an online form](#).
- Expiration: 6 months from date of issue.
- Restrictions: Digital items only.

Check-out Policies

- Most circulating material may be borrowed for three weeks.
- New releases and high-demand items may have limited check-out periods.
- Only patrons 18 years of age or older may check-out M-rated software and R-rated DVDs.
- Reference materials do NOT circulate.

Fines

Boone County Public Library does not charge a fine for overdue items. However, lost or damaged items do incur replacement costs.

Renewal Policies and Auto-Renewal of Items

- You may renew books, DVDS, music CDs, software, and audiobooks twice if no one else is waiting for the titles.
- Due to high demand, New Releases cannot be renewed.
- *Most* physical items checked-out from the Library renew automatically.
- Items NOT eligible for auto-renewal include:
 - Items that have reached the renewal limit.
 - Items on hold for someone else.

- Downloadable and streaming materials.
- Laptops, Kits, and WiFi Hot Spots.
- Items owned by another library (Inter-Library Loan items).

Borrowing Limits for *Adult* and *Juvenile* Cards

Item Limits	Adult	Juvenile*
<i>Max Checkouts at one time</i>	100	25
Books	50	25
Videos / DVDs	10	10
Books on Tape / CDs	25	25
Music CDs	25	25
Magazines (only back issues)	10	10
Software (video games)	2	2
Software	5	5
Items on Hold	50	25
Wonderbooks	4	4

* Juveniles may not check-out M-rated software or R-rated videos / DVDs.