

Kitchigami Regional Library

Borrower Card Use Policy

Purpose:

To clarify the borrower card requirements at Kitchigami Regional Library branches.

Policy Statement:

Borrower cards with barcodes are issued upon registration as proof of the right to borrow library materials, as evidence of understanding of and agreement with Kitchigami Regional Library rules and regulations for borrowing library materials, and as a component of efficient service.

A parental or guardian signature is required for all card applicants who are 15 years of age or younger.

New registrants will be issued a card with temporary status for two months. A new card holder may borrow up to seven items at a time on the temporary card. This card will become a permanent card at the end of two months, provided there is a good borrowing record.

Every library patron is encouraged to present his/her card when borrowing materials and will be asked to present it at the circulation desk. A borrower card will not be required, however, upon presentation of positive personal identification, if it matches a valid Kitchigami Regional Library patron record.

The borrower card may be required for additional services to be determined by the library.

Restrictions of Policy:

- 1) Branch libraries may release reserved materials to a family member or other person who resides with a library patron and who is picking up the materials on behalf of the patron if reasonable evidence of mutual residence is presented.
- 2) A library patron may request that reserved materials be released only to the patron; a form specifying that request must be completed.
- 3) Mobile Library patrons will require their borrower cards until a fully-operational automated patron file is available to mobile library personnel.
- 4) Library information necessary for the efficient operation of a homebound service may be retained for that purpose only.

Practice:

Adults will provide at least one of the following forms of personal identification as proof of identity if a KRL borrower card is not presented:

- Minnesota Driver License
- Passport
- Band ID
- State ID
- Bill with person's name and address

Children will provide one of the above forms of identification or:

Date of birth

A signed homework assignment or other evidence of identity

Transition:

The date of birth for minors will be entered in their patron record when they register. Adults will be asked for their date of birth when they first use an alternate form of identification.

Approved by KRL Board 3-15-01; revised 5/16/02; revised 5/15/08.