

Kitchigami Regional Library
Borrower Card Eligibility and Use Policy

Purpose:

To clarify the requirements for obtaining a borrower card for Kitchigami Regional Library service locations.

Scope:

This policy applies to all borrower card applicants in all KRLS locations including branch libraries, the outreach vehicle and regional headquarters. This policy applies to all residents of Beltrami, Cass, Crow Wing, Hubbard and Wadena counties, and by extension to all residents of Minnesota and non-residents of Minnesota.

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.

Borrower Card Definitions and Eligibility:

All library card applicants are required to provide identification and proof of residency within the KRLS five counties.

Resident: A resident is 1) anyone whose primary residence is within the 5 counties participating in KRLS; or 2) a property owner within the 5 counties participating in KRLS, or their immediate family members.

Reciprocal borrower: A reciprocal borrower is anyone whose primary residence is within the State of Minnesota outside of the KRLS boundaries and has a valid library card from that city or county. Reciprocal borrowers are eligible to receive all branch library services through registration of their home library card.

Non-resident: A non-resident is anyone whose primary residence is 1) outside of the State of Minnesota and does not own property within the KRLS 5 county area; or 2) resides in a non-participating Minnesota city outside the KRLS 5 county area. A non-resident must pay a fee in order to receive borrowing privileges.

Student/Intern: A temporary resident on an internship program with a government agency and a full-time registered student at an academic institution may obtain 8 months temporary borrowing privileges without a fee.

Juvenile card: A parental or guardian signature is required for all card applicants who are 15 years of age or younger and parents must have cards in good standing.

Borrower Card Registration:

All applicants must provide proof of identity and proof of residency when applying for a library card. Seasonal residents may be requested to provide a secondary address.

All applicants may designate the KRLS branch library of their choice as their home library.

Card holders may change their home library designation when they renew their library card or upon presentation of documents showing that they have moved to a location closer to another branch library.

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 a reasonable facsimile of the patron's card and reasonable evidence of mutual residence are 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 residency or identity if a KRL borrower card is not presented:

- Driver License
- Passport
- Band ID
- Bill with person's name and address
- Military ID
- MN Safe-at-home card
- State ID

Students applying for a borrower card will require a valid student ID.

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

- Date of birth
- A signed homework assignment or other evidence of identity

Fee schedule:

Non-resident borrower card:	Annual	\$50.00
	Seasonal (4 months)	\$25.00
Lost card replacement fee		\$ 2.00

Card renewal

A borrower card is valid for three (3) years and must be renewed every three (3) years.

A borrower card may be renewed by presentation at any KRLS branch library or by emailing the following information to the patron's home library: Name, Address, Telephone number and Email address and KRLS borrower card number. Telephone renewals will not be accepted.

Any outstanding fees must be paid before a borrower card is renewed.

