

Reason for Policy

Branch District Library provides on-site services at all of its branches to any member of the public. However, only people who have applied for and been granted a Branch District Library card may borrow library materials and use certain library-provided online resources. This policy describes the different types of library cards available and the requirements for each.

Definitions

- "Adult" means people age 18 or older
- "Minor" means people under age 18
- "Service Area" means Branch County or the geographic jurisdiction of any other governmental jurisdiction that contracts with Branch District Library for library services

Types of Branch District Library Cards

1. Resident cards
2. Non-resident cards

Resident Card Requirements

- Available to adult and minor residents of the service area
- Available to adult owners of businesses within the service area
- Available to students attending schools within the service area
- Available to teachers working at schools within the service area
- Resident cards are free

Non-resident Card Requirements

- Available to adults and minors who live outside the service area
- Available to adult owners of businesses outside the service area
- Annual non-resident cards cost \$40 per year
- Temporary non-resident cards are available for \$10 for 3 months

Identification Requirements

All applicants for library cards must present proof of identity and residence. Other proofs are required as noted below for minors. Acceptable proofs include the following:

- Driver's license or state personal identification card
- Voter registration card

- Property assessment in the applicant's name for an address in the service area
- Utility bill in the applicant's name for an address in the service area
- Current lease, mortgage papers or rent receipts that are officially printed and which show the applicant's name for an address in the service area
- Students **and teachers** not living within the service area should present official student identification from a school within the service area
- Minors must be accompanied by a parent or legal guardian unless they are:
 - Married, in which case, they must present their marriage license or certificate; or
 - Emancipated, in which case, they must present their emancipation papers

Exception

People who object to applying for, or using, a library card due to religious reasons may still have full library privileges if they provide their reason for objection. The Branch District Library will maintain a record of their name, address, and phone number in the Library's computer system.

Amended by BDL Board on June 18, 2018