BORROWER'S CARD

First-time Borrower:

There is no charge for the first library card. Before issuing a card, ask the borrower if they have had a card in the past. Double check the Borrower’s file in the circulation computer to make sure they haven’t had a card in the past. If they had a card in the past, please follow replacement procedures.

Issuing Cards:

- **Adult**: The borrower must show a picture ID with a current mailing address. If the address is not current, a piece of mail, check book, or bill with the current address must also be produced. The patron must either reside, or work, in one of the four counties in the Pettigrew Regional Library System. After completing the information and signing the card, a library card will be issues. The first time borrower is limited to three checkouts, the first visit, and unrestricted thereafter. The only exception to this rule is that only three DVDs may be checked out at any time.

- **Nonresident**: There is a $15.00 fee to issue a card requested by an individual who does not live, work, or own property in one of the four PRL counties. The waiving of this fee is up to the discretion of the Librarian. A current ID (driver’s license) must be shown and recorded on the registration card. While an ID may be presented for computer use, and a Guest Pass issued, an individual must have a library card to check out materials. Nonresident checkout is limited to one item the first visit and three items thereafter.

- **Teacher**: An individual who homeschools, teaches in a conventional school system, day care, head start, or is a mentor may be issued a Teacher card, which allows a four-week checkout period for items other than materials that are clearly not for teacher use. (for example, popular novels) The requirements for issuance of a card to an adult apply. The applicant must have an adult card for popular materials and new books that are not teacher’s materials, in order to be issued a Teacher card.

- **Children (under age 17)**: In order to obtain a library card, the child applying for the card, must be accompanied by their legal guardian. The child must be able to write his first and last name legibly on the registration card to be able to obtain a library card. The legal guardian can complete the rest of the information required and must sign the front of the card. The legal guardian must have an adult card, and be in good standing, to register the child. The adult’s card number is written on the front of the registration card. If the child is allowed to use the computers, the legal guardian must sign the back of the card. The child’s card will be linked to their guardian’s card. In the event of an overdue or lost item, both cards will be blocked from usage until the fine or fee
is paid. The guardian is responsible for all losses and overdues incurred by the child.

The staff member must review the information on the registration card for completeness and legibility before issuing the library card. A quick and general overview of library checkout policy, including the policy of not letting others use their library card, should be given.

Pictures may be taken of the patrons, both adult and children, and will be available to be seen by library staff only. This protects our library patrons from someone else using their card and possibly incurring charges on their card. It is a safeguard against identity theft.

Replacement

There is a $3.00 fee to replace a library card. The address and telephone number must be reviewed to ensure that they are current. Any change, as well as the new library card number must be written on the registration card. Only one card is allowed per patron (except in the case of a Teacher) at any given time.

Renewal

Library cards expire two years from the date of issuance. They are renewed without charge. The library card holder is asked to verify that their address, email address and telephone number are current at the time of renewal.

A borrower’s card from any library in the Region will be honored at all other libraries in the system. However, borrowers whose privileges have been blocked by one library in the Region will be denied borrowing privileges in the other libraries in the Pettigrew Regional Library system for the duration of the delinquency. Delinquent adults are not permitted to sign for a borrower’s card for a child.

Use of another’s card

The use of another’s card, to check out materials or to use the computer will result in the suspension of both the card holder and card bearer’s cards for the length of a week. If this becomes a continuous problem, the suspension can be for a longer period of time, at the Librarian’s discretion.