

# Wayne County Public Library Registration & Circulation Policy

Those eligible for library cards may apply for a card at any branch of the Wayne County Public Library system. Identification verifying the name and current address will be required.

## I. Eligibility.

A. The following are eligible to apply for library cards:

1. Residents of Wayne County
2. Owners of property in Wayne County
3. Students and teachers in Wayne County
4. Owners of existing companies or corporations licensed to operate in Wayne County

B. Fee Card

Persons who do not meet the qualifications listed above are eligible for a Wayne County Public Library card upon a payment a non-refundable nonresident fee. This fee is a yearly fee and entitles the holder to all benefits provided by the Library system. This card must be renewed yearly. Valid identification must be presented in order to purchase a fee card.

C. Institutional Card

These cards may be issued to an individual on behalf of a group or organization.

D. Limited Card

Temporary cards can be issued to persons who are living in Wayne County on a temporary basis, or who are currently living in temporary housing for longer than one month. These cards will expire after 3 months and can be renewed with proper documentation. No more than 5 items can be checked out using this card.

E. My First Library Card

These cards may be issued to children from birth through 4 years old. These library cards entitle cardholders to check out up to 10 juvenile print materials per visit. When the child turns 5, they are eligible to get a regular library card, which will allow them to access all library materials, including print, media, and digital resources.

## II. Patron Identification

A. Adults (18 years and above)

Registering borrowers must provide a government-issued, picture identification and proof of current address. Proof of current address includes a driver's license, personalized checkbooks, or bills mailed to current residences. Mail must be postmarked within 30 days.

B. Teenagers (13 through 17 years)

Registering borrowers 13 – 17 years old may be issued library cards on their signature alone with proper identification and proof of address.

C. Children (5 through 12 years)

The Wayne County Public Library system shall issue library cards to children who are 5 to 12 years old with the signature and authorization of a parent/legal guardian. The parent/ guardian ensures that he/she will be responsible material checked out to that card.

D. Young Children (Birth through 4 years)

The Wayne County Public Library system shall issue a “My First Library Card” to eligible children from birth through 4 years old. A parent/legal guardian must sign the library registration form to ensure that he/she will be responsible for material checked out to that card.

*\*For borrowers 5 – 17 years, a signed **School Verification Form** validating the borrower’s name, current address and date of birth may be used to secure a library card.*

### III. Library Cards

- A. Customers’ library cards are valid for one year.
- B. If a customer library card has expired and is no longer in the patron database, a new library card will be issued adhering to registration procedures.
- C. If the patron’s library card has expired, but the registration information has not been purged, only the customer’s registration information will be updated.
- D. Any customers having overdue books or owe monies to the Wayne County Public Library system will not be purged.
- E. If a library card is lost, it is the responsibility of the card holder to notify the library. A fee will be charged to the card holder to replace the lost card.
- F. The borrower, through the signing of the card also agrees to reimburse the Wayne County Public Library for all expenses incurred while lawfully attempting to recover any library materials detained beyond the contracted expiration date.

### IV. Circulation

- A. Cardholders will be responsible for all materials checked out on their cards.
- B. When registering for a library card a borrower contractually agrees to pay whatever damages may be incurred in the use of the library books and/or other library materials and equipment.
- C. They further agree to refund the cost of all materials and/or books that are lost while in their possession. Materials that have been checked out for more than one year will not be accepted for return, nor will replacement copies be accepted. No refunds will be given if a customer has paid for lost materials.
- D. Most materials may be placed on reserve by current library patrons. Patrons are limited to 10 reserves at any given time. Reserves may not be placed if a patron has fines or has overdue material.
- E. Materials, with the exception of DVDs, can be renewed at any library branch within the Wayne County Public Library system, or by telephone with the patron’s library card number.