

## PATRON REGISTRATION POLICY

1. All Warren County residents, property owners (including non-resident property owners), students in Warren County public or private schools, or persons having permanent employment in Warren County are eligible to borrow library materials free of charge upon registering for a library card. Residents of all surrounding counties are eligible for free library cards through reciprocal borrowing agreements.
2. Individuals who do not qualify for a free card and wish to register for a Samuels Public Library card must pay an annual fee of \$20.00. Payment is due upon registration and each year thereafter. Items may not be checked out until the fee is paid.
3. A photo ID having the applicant's current address is required for registration. If the photo ID does not have the current address, then an identification form with the current address is required in addition to the photo ID.
4. Registrants must complete an application form and sign the Samuels Public Library Cardholder Statement of Agreement indicating that they will comply with the policies governing Samuels Public Library card use. The Statement of Agreement form must be signed in the presence of library staff.
5. After the registration requirements are completed, the patron is issued a library card and given general information about the services and policies of the library.
6. First time borrowers are limited to checking out two items. When those two items are returned, patrons may have up to 60 items out on their card, 10 of which may be DVDs.
7. All children who meet the eligibility requirements for card registration may apply for a library card regardless of age. Children under the age of 18 must have a parent or legal guardian sign the Samuels Public Library Cardholder Statement of Agreement. Should the parent or legal guardian possess a library card which is not in good standing, the child's card will still be issued, but with limited borrowing privileges.
8. Three Additional Library Card types are also available:
  - Temporary Resident Card - in order to obtain this type of card, the applicant must provide their current, temporary address as well as a photo ID with their correct permanent address. They must also pay a \$10.00 fee which applies even if they work in Warren County. This type of

card expires every six months and provides full library use and borrowing privileges.

- Internet Card - This type of card is free of charge, and may be issued to anyone requesting a card who does not have a valid photo ID or permanent address. This type of card provides access to the internet but does not allow check out of library materials, and expires every three months.
- Educator Card - This card grants expanded access and unique privileges to educators. Educator card holders will be able to borrow 30 items for an 8 week loan period, some exceptions apply. Educators who live or work in Warren County are eligible for this type of card.

9. The registration period is two years for Warren County residents and educators, one year for non-residents, six months for temporary resident cards, and three months for Internet cards.

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