

# Seymour Public Library District

**Policy Title:** Library Card Policy

**Policy Number** 301

**Policy Category:** Circulation

**Effective Date:** 04/25/2023

**Purpose:** To establish rules for obtaining a library card at Seymour Public Library District.

## Library Cards:

- By registering for a library card, patrons indicate they are responsible for all materials signed out on their card.
- Library cards are not transferable.
- All library cards expire after one year. To renew: patrons must present their photo ID with current address or photo ID with valid proof of address, either in person or electronically via an email to [seymourlibrary@seymourlib.org](mailto:seymourlibrary@seymourlib.org).
- Library accounts in good standing that are inactive for three years will be expunged.

## Who can get a library card?

- Residents and property owners within the library tax district (the City of Auburn, the Town of Owasco and the portions of Sennett and Fleming that fall within the Auburn Enlarged City School District) are eligible for a Seymour Public Library District (SPLD) library card with full borrowing privileges.
- Residents within the Finger Lakes Library System service area are eligible for a Seymour Public Library District (SPLD) library card, though some borrowing limitations may apply.
- Temporary Cards can be issued to summer/temporary residents (ex. The Rev employees). Temporary cards expire 60 days after issuance.
- People who live outside of the boundaries of the Finger Lakes Library System may purchase an annual library card with full borrowing privileges. The annual fee is set by the SPLD Board of Trustees.
- Educators in schools under the aegis of the Auburn Enlarged City School District are eligible for an **Educator Card**. Applicants must provide their school ID or a letter from the principal on school letterhead stating current employment at the school. Educators have full borrowing privileges though their account will expire on September 1st, every year, and can be renewed with proof of employment.
- **Courtesy Card:** Seymour Library offers courtesy cards for people who request a library card but do not have proof of address, young adults without a

parent/responsible adult co-signing, or for those who have account problems in the past, but want to begin using the Library again. The courtesy card allows patrons unlimited access to our online collections, three books, and one audiobook.

- Babies and Children (newborn through age 12): must have a parent/guardian/responsible adult willing to accept financial responsibility for borrowed materials. The child will be issued a standard library card with unfiltered Internet access.
- Young Adults (ages 13-17) may receive a standard library card with full borrowing privileges when a parent/guardian/responsible adult co-signs and can provide proper identification/address validation on the prospective cardholder's behalf. This co-signing signatory to the application assumes all responsibility for use of the card. If the young adult does not have a cosigner, they may apply for and immediately receive their own library card. They will be issued a courtesy library card with unfiltered Internet privileges. A letter explaining our policies will be mailed to the parent/guardian/responsible adult.
- Seymour Library provides a guest pass to allow access to public computers to visitors residing outside of the Finger Lakes Library System. **Guest passes:**
  - are valid for one computer session per day and expires within 24 hours.
  - cannot be used to borrow library materials
  - will not be issued to residents/property owners eligible for a library card
- Replacement cards: The cost of replacing a card is \$1.00.

### **Apply for a Library Card**

- In-person application: Applicants must bring a photo ID with their current address.
  - If the ID does not show the current address, proof of current address such as a lease agreement, bill, or other official document that will show proof of residency, is required.
  - If the applicant does not have proof of residency (a lease agreement, bill, or other official document), a courtesy card will be issued until such time as the address can be confirmed, at which point the status will be updated.
- Online application
  - People may apply for a new library card by emailing the library at [seymourlibrary@seymourlib.org](mailto:seymourlibrary@seymourlib.org) with the request, and include an image of their current picture ID, and if the address differs from their ID an image on an unopened piece of official mail with their current address (such as you might find on a bill).

- Application for library cards may be made online, but photo ID and proof of residency must be provided to the library within 30 days.

### **Library Card Denials**

A new patron applying for a Seymour Library card may have their card application kept as pending under the following unusual circumstances..

- The patron has retained fines and fees throughout FLLS member libraries in excess of \$200.
- The patron has previously or has currently been banned from any FLLS library, including Seymour Library
- The patron has a record of repeatedly damaging library items or property at Seymour Library or any other FLLS libraries

As these situations are addressed and a plan to redress these situations approved and filed with the library, an applicant may have their library card process moved forward by the decision of the Library Director.

### **Patron Accounts**

**LIBRARY CARD EXPIRATION & ACCOUNT UPDATING:** So that the library can maintain accurate contact information of our cardholders, library cards are set to expire after an extended period of inactivity. Cardholders must present their photo ID with current address or photo ID with valid proof of address, either in person or electronically via an email to the Director of Library Experiences.

Patrons may login to their online account to update the phone number, email address, and certain other account preferences associated with their library card, but may only update their mailing address in person.

**AUTHORIZED USERS:** While it is the intention that each individual using the library shall use only their card, as a courtesy Seymour Library may allow other individuals to act in a card owner's interests but only with prior consent given by the patron. Seymour Library patrons may designate one other individual who may act on their behalf. These requests must be made in person, and shall be recorded within the requesting patron's record.

**ONLINE ACCOUNT:** Seymour Public Library District cardholders have access to an online account. To sign in, users must have their library card number and PIN. Patrons can use their account to view checkouts and holds, place holds, renew items, change their contact information, pay fines, and set preferences for their account.

**RESETTING PINs:** A PIN is needed to access online accounts and eLibrary content. Patrons with an email address on file may reset the PIN themselves through the online account login page. Patrons may reset their PINs in person or via the phone by providing their library card number or their name with an additional identifier (i.e. address, phone number or date of birth).

**PATRON ACCOUNT RETENTION:** Library cards are marked inactive after a period of three years from the current expiration date of the card. Inactive cards that were left in good standing (with no fees) will then be expunged completely from our system.

## **Identification Appendix**

You must have one valid ID with one proof of residency.

### **Valid forms of ID**

Persons (age 18 and older) applying for a library card (or sponsoring a child's library card) are required to present valid photo identification. The following items will be accepted by library staff as valid forms of identification. A photo ID is defined as an item containing photo of applicant with first and last name of applicant.

- Valid Driver's License
- State Identification Card
- Student Identification Card
- Military Identification Card
- Social Service Card
- Passport

### **Proof of Address**

The following items will be accepted by library staff as valid proof of address. Proof of address is defined as a document on the list below, or a subsequently approved document containing the applicant's current physical address with their first and last name. Proof of address documentation not on the list below must be dated within 8 weeks of application.

- Valid Driver's License
- Property Tax Receipt
- Bill (current within the last 2 months)
- Lease Agreement
- Bank Statement (current within the last 2 months)
- Report Card for current school year which includes address
- Hunting/Fishing License
- Pay Stub (current within the last 2 months)

## Revision History

Changes	Approved by	Date
New policy drafted by Library management –defines types of cards –how to apply	Board of Trustees	01/24/2023
added section on when to deny a library card application	Board of Trustees	4/25/2023