

## Title: Library Card Policy

Effective Date: 2/1/15

Authorized By: Library Board of Trustees

Date of Last Revision: 7/16/2025

Library cards are issued at no charge to residents or real property owners of Huntington City-Township and the Town of Markle. Only one card will be issued per resident unless otherwise outlined in this policy. In all cases Indiana State Code regarding the issuing of library cards will supersede all provisions of this policy.

At the time of application, residents must show proof of ID and proof of current address. Acceptable forms of identification include driver's license, passport, current utility bill, bank statement and/or rental agreement. Staff may accept other forms of identification if they determine them to be legitimate; however staff will also retain the right to refuse any form of identification if there is reasonable doubt regarding authenticity or currency.

At the time of application library staff will verify all addresses using an online system to ensure that they are in the correct taxing district.

If a patron is applying for a library card based on owned property rather than a home address they must provide a tax statement or receipt in their name. Dependent children may also be issued a card based on property ownership.

Cards for patrons under the age of 18 must be signed by a parent or legal guardian.

If the library discovers that any cardholder has knowingly provided false information to obtain a library card, that card will be immediately blocked and borrowing privileges revoked.

### **Electronic Application**

The library may use an electronic system provided by an outside vendor to manage online library card registration. This may include address verification, ID verification, and issuing of an electronic barcode to be used for checkout.

In order to apply for a card online, basic patron data, including name and address, will be submitted to a third party for identity verification. This information will not be stored, used, or disclosed by the third party for any purpose other than the library card application.

Patrons will receive a digital library card, which functions in all ways as a physical card. Patrons may come into the library to receive a physical card at any time.

Online verification will only be available for residents of the library district. All other applicants will need to submit additional identification in order for their application to be processed. Some applicants may

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not be able to be processed through the online system and may need to come to a physical library location to obtain a card.

### Replacement Cards

Replacement cards will be issued at no cost. Proper ID and proof of address must be presented to obtain a replacement card.

### Card Use

- The registration term for all patron types will be 3 years unless otherwise noted.
- The item checkout limit for all patron types will be 100 unless otherwise noted.
- Each borrower must have and use their library card. Adult card holders may be allowed to use their driver's license to check out for themselves and their dependent children, only if they have signed the child's original library card application. Teen card holders may be allowed to use a photo ID, including school ID, to check out. Circulation staff will have the right to refuse checkout without a library card for any reason.
- Patrons who are unable to come to the library may make arrangements with the Circulation Supervisor to have someone pick up their books for them. If this is a regular occurrence the card will be kept at the Circulation Desk and authorized users will be added to the card.
- Privacy of patron use is strictly enforced and information regarding checkouts, overdues, and holds will not be shared with anyone except the card holder. The responsible parent or legal guardian may be informed of any information on a minor's account only if they are the one who signed the library card application.

### Patron Types

- Adult Patron
  - Full borrowing privileges are extended to those who live, or own property in Huntington City-Township or the Town of Markle.
  - Adult patrons who are under the legal guardianship of another adult and who are unable to enter into legal agreements must follow the procedures and policies of a juvenile patron, including limiting access to the internet. In all cases, proof of legal guardianship must be provided by the legal guardian.
- Young Adult Patron

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- Used for patrons ages 13-17. Internet use consent form must be signed by the parent or legal guardian. If a child has 2 parents under separate residency 2 cards may be issued to the child. Each card must be signed for by the responsible parent or legal guardian.
- Juvenile Patrons
  - Used for patrons age 12 and under. Internet use consent form must be signed by the parent or legal guardian. If a child has 2 parents under separate residency 2 cards may be issued to the child. Each card must be signed for by the responsible parent or legal guardian.
- School Card - Student
  - Registration term - 1 year
  - Used for patrons in grades K-12 who do not live in the district but attend a school system that operates at least in part in the district. Internet use consent form must be signed by the parent or legal guardian. Only one card per child is allowed. The card must be signed for by the responsible parent or legal guardian. Students 18 and older do not require parental signature. All students must show proof of attendance at the school in the form of documentation that contains both the student's name, the current enrollment year, and the school name or a school ID.
  - The library may make arrangements to have student information transmitted from the school in order to create new library cards. All information provided by the school will be considered accurate and official. The library may allow the school to distribute special authorization forms for parent/guardian signatures. The library may allow the school to gain parent/guardian authorization through the electronic school registration forms.
  - A child enrolled in a preschool program within the library district will be eligible for a school card. Proof of enrollment will be required.
    - The preschool program must include instruction at least part of the day. Daycare services without instruction will not meet eligibility requirements.
  - Homeschool students who live outside the district may get a school card if they receive part of their instruction in a home inside the district.
    - A confirmation letter from the provider in the district must be provided
- School Card - Teacher
  - Registration term - 1 year
  - Used for teachers in grades K-12 who do not live in the district but are employed by a school system that operates at least in part in the district. For the purpose of this card a teacher will be defined as any permanent staff providing instruction in the school or any school administrator. All teachers must show proof of employment at the school in the

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form of documentation that contains both the teacher's name, the current year, and the school name or a school ID.

- The library may allow schools to distribute card applications to teachers in order to create new library cards. The submission of the paper application by the school will be considered proof of employment. All information provided on the form will be considered accurate and official.
  - Homeschool educators may receive a school card if they teach at least one class at a location within the district.
    - A letter of confirmation must be provided by a caregiver whose child receives instruction, another instructor, or the owner of the location where the instruction is provided.
- College Student
  - Registration term - 1 year
  - Used for patrons enrolled in a college or university who do not live in the district but attend a school that operates at least in part in the district. College students who are not 18 years of age must follow all rules and procedures associated with juvenile registrations. All students must show proof of attendance at the school in the form of documentation that contains both the student's name, the current enrollment year, and the school name or a school ID.
- Foster Care Child
  - Registration term - 1 year
  - Any child who is receiving foster care services at an address located outside the district is entitled to a free card. Foster care-givers must provide proof of legal guardianship and must sign the card as the responsible party.
- Non-resident Patrons:
  - Registration term - 1 year
  - Any person who is not a resident of Huntington City-Township or the Town of Markle may pay for a non-resident card. The cost is commensurate with the cost of supplying services to borrowers who pay library taxes. The cost is based on the Indiana State Library formula and may change annually. Non-resident cards may be issued for a period of 2, 4, 6, or 12 months and the fee will be prorated accordingly.
- Organization
  - Item limit: 20
  - Schools, day cares, nursing homes, other caregivers, and public institutions who legally occupy premises in Huntington City Township or the Town of Markle may be issued an organization card. All organization cards must be approved by the Circulation Supervisor,

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Assistant Director, or the Library Director. The card can be used only for the purpose of the organization and may not be used for the personal use of any individual employee or person. Each card holding entity must establish a list of authorized users. Only these users will be allowed to check out materials with this card.

- Tutors and Tutees
  - Item limit: 20
  - Tutors and tutees who are actively enrolled in the library's tutoring program may apply for a free library card.
- Temporary Patron
  - Registration term: 6 months
  - Item limit: 6
  - Individuals who do not have a permanent residence in Huntington City-Township or the Town of Markle but have reason to be in the area for less than 6 months may apply for a free library card. This includes residents of temporary housing or shelters. All applicants must supply some proof of address with their name on it.
- Public Library Access Cards (PLAC)
  - Registration term - 1 year
  - Huntington City-Township Public Library cards will be issued at no charge to non-residents who are in good standing at their home library and have purchased an Indiana Public Library Access Card (PLAC). These cards may be purchased at the home library, Huntington City-Township Public Library or the Markle Branch. PLAC cards are valid for one year from the date of purchase. The cost of a PLAC card is set by the Indiana State Library and may change annually. Huntington City-Township and Markle residents may purchase a PLAC card to be used at other libraries throughout the state.
- Staff
  - All HCTPL staff will be entitled to a library card at no cost. Staff cards will not accumulate fines however lost materials will be billed in full. At the time of termination or retirement the staff card will be changed to a regular adult card. If the card holder does not live in Huntington City-Township or the Town of Markle their card will remain valid until the time it expires.