

Library Card Policy

Effective Date: 9/18/2018

Authorized by: Library Board of Trustees

Date of Last Revision: 5/26/2020

Library cards are issued at no charge to residents or real property owners of Gas City-Mill Township. Only one card will be issued per resident. 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. 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. No new card or renewed card will be issued if a patron has fines or fees exceeding \$10.00.

Replacement Cards

Lost, damaged or stolen cards may be replaced at a cost of \$2.00. A free replacement will be given if a card is expired and eligible for renewal. Proper ID must be presented to obtain a replacement card.

Card Use

- The registration term for all patron types will be 2 years unless otherwise noted.
- The item checkout limit for all patron types will be 50 unless otherwise noted.
- Each borrower must have and use their library card. Patrons may show ID to check out if they do not have their library card with them.
- Patrons who are unable to come to the library may make arrangements with the service desk to have someone pick up their books for them. If this is a regular occurrence the card will be kept at the desk and authorized users will be added to the card.

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- 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.
- A library card allows access to public computers. Patrons will not be allowed to use the computers if they have fines or fees exceeding \$10.00. Non-residents or residents who do not have a library card may be issued a guest pass for computer use. Guest passes will not be issued to patrons who hold a valid library card.

Patron Types

- Adult Patron
 - Full borrowing privileges are extended to those who live, or own property in Gas City-Mill township.
- Young Adult Patron
 - Used for patrons ages 13-18. 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.

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- School Card-Student
 - 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.
- School Card-Teacher
 - 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 form of documentation that contains both the teacher's name, the current year, and the school name or a school ID.
- Non-resident Patrons:
 - Any person who is not a resident of Gas City-Mill Township 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.
- Public Library Access Cards (PLAC)
 - Gas City-Mill Township 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 or Gas City-Mill Township Public Library. 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. Gas City-Mill Township residents may purchase a PLAC card to be used at other libraries throughout the state.

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- Staff
 - All GCMTPL 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 Gas City-Mill Township their card will remain valid until the time expires.
- Temporary - Adult, Juvenile, Young Adult
 - Temporary cards are issued to local residents at the Library Director's discretion. Reasons for the issuance of temporary cards include times when the public are not permitted to come into the library. Card will remain valid for three months.