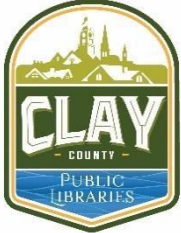


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|  | Clay County Library Policy\Procedure | Policy Date(s) 4/2/2021 |
| ADM-005.0 | PATRON REGISTRATION | |

**REGISTRATION OF LIBRARY USERS ENABLES THEM TO BORROW MATERIALS
FROM ALL CLAY COUNTY LIBRARY FACILITIES**

2.1 GENERAL REGISTRATION REQUIREMENTS

- All applicants must provide:
 - a) Required identification
 - b) Basic personal information, such as complete name, proof of street address, mailing address (if different), phone number
 - c) Children’s applications require that their age be provided, as well as the signature of a parent or guardian for anyone under 18 years of age. A parent/guardian Clay County Library card number must be provided for purpose of linking the accounts.
 - d) Library cards will be blocked when fines or fees reach \$10.00
 - e) Payment in full is required to reinstate borrowing privileges

2.2 LIBRARY CARDS – CLAY COUNTY RESIDENTS and PROPERTY OWNERS

- Clay County Library Cards are available free of charge to all Clay County residents and property owners.
- Cards may be obtained on the same day as registration at any branch by providing government issued photo ID and one of the following forms of identification verifying name and current address in Florida:

Valid Florida Driver’s License,
Valid State of Florida ID, or
Deed, Rental Agreement, or Utility Bill that shows the applicant’s name and a valid Clay County address

Acceptable ID for Minors (children 18 and under) include:

Valid Florida Driver's License,
Valid State of Florida ID,
Current School Issued ID, or
State issued Birth Certificate
Passport

- Library cards are issued for two years. Cards may be used at all branch locations. Cardholders are responsible for all materials checked out on their card. This includes cards of minors linked to an adult account.
- Children of divorced parents are eligible to receive two separate cards reflecting the two different addresses of their parents (if they both live in Clay County). Parents who apply for these cards are responsible for their use. The library does not involve itself in custodial matters.
- LOST OR DAMAGED CARDS - Will be replaced for a fee of \$1.00 to patrons in good standing. A patron in good standing has no fines, fees, or charges outstanding on his/her account, or other cards linked to them.
Proof of current address and ID are required to issue a replacement card. This serves as a renewal of the card which is good for two years.
- EXPIRED CARDS – Will be renewed free of charge anytime during or following the month of expiration provided the patron is in good standing. A patron in good standing has no fines, fees, or charges outstanding on his/her account, or other cards linked to him/her. Proof of current address and ID are required to renew a card.

2.4 LIBRARY CARDS - NON-RESIDENT

- Non-resident cards can be obtained by persons not living in Clay County by paying a nonrefundable annual fee of: \$100.00 for 12 months, \$60 for 6 months, or \$30 for three months.
- Lost or damaged cards will be reissued for a fee of \$1.00, but only for the remainder of the original time period.
- Annual renewal requires the full re-payment of the \$100.00 non-resident fee.

2.5 RECIPROCAL BORROWING PRIVILEGES

- The following counties currently offer reciprocal borrowing privileges with Clay County: Alachua, Bradford, St. John's, and Putnam. Users from these counties may obtain a Clay County library card free of charge with proof of residency.
- Reciprocal library cards are valid for one year from date of issue.
- All standard resident rules and fines will apply with one exception: reciprocal borrowers do not have access to Clay County ebooks. *See Table 1 for details.*

2.6 ACTIVE DUTY MILITARY PERSONNEL

- Non-resident applicants and their dependents who are active duty military personnel are exempt from non-resident fees. Applicants must present an active duty military ID to apply for and renew their library cards. All standard resident rules and fines will apply.

2.7 CLAY COUNTY EMPLOYEES

- Clay County employees that do not live in Clay County, as well as their immediate family members, may obtain a library card for no charge with proof of employment.
- Clay County Employees are defined as employees of the following:
 - Clay County BCC
 - Clay County School Board
 - Clay County Office of the Tax Collector
 - Clay County Supervisor of Elections
 - Clay County Clerk of the Court
 - Clay County Property Appraisers Office
 - Clay County Sheriff's Office

2.8 INSTITUTIONAL CARDS

Institutional cards will be issued to a representative of an institution located in Clay County such as, but not limited to: Group Homes, Day Care Centers, Assisted Living and Senior Care Facilities, Shelters, Hospices, and other similar institutions. The Library requires a letter on institutional letterhead from the Institutions' Financial Officer, accepting responsibility for the items borrowed. All standard resident rules and fines will apply.

2.9 STUDENT'S COMPUTER USE CARD

- Students will be issued a card for computer only use for a period of two years
- Students must present a student ID issued by the Clay County School System

