

## **Library Card Use Policy**

In order to regulate the circulation of library materials and use of the Internet Stations, the Board of Neill Public Library has instituted a policy requiring the use of library cards by all persons checking materials out of the library and using designated Internet stations.

Any person possessing a valid card may check out any type of circulating library materials for the authorized period. Cardholder is responsible for all materials checked out on his/her valid card. Library materials will not be checked out to individuals who do not possess a valid library card.

Procedures to implement this policy will be developed and enforced by library staff.

One card will be issued free of charge to each person submitting required identification. Acceptable ID includes applicant's current local address and photo identification. Minors must have a parent or guardian present to get a library card. Modification of, or exceptions to, procedures will be at the discretion of the library director.

If an individual's card is lost, stolen, destroyed or becomes unusable for any reason, it is the responsibility of the library patron to notify the library. A fee may be charged for replacement cards.

Adopted by motion of the Board of Trustees, Neill Public Library,  
November 13, 1986

Amended by motion, December 9, 1998

Amended by motion, October 10, 2001