

**PLAIN CITY PUBLIC LIBRARY
ADMINISTRATIVE POLICY AND PROCEDURES****SUBJECT:** LIBRARY MEMBERSHIP**DATE APPROVED:** 9/20/2010**REVISED:**

POLICY: The Plain City Public Library is open to all service area residents and visitors that comply with the Board policy of rules governing the USE OF THE LIBRARY. There is no age restriction to obtain a library card however patrons under 18 years of age must have a legal parent or guardian present to provide proof of address and signature to assume financial responsibility for library materials and any incurred fines and fees. Ohio residents and adults 18 years and older may obtain a library card with a valid photo ID showing their current and correct residential address. If photo identification does not show a current address, then prospective cardholders must provide a piece of official mail or bank checks showing current address. Out of state residents may be given temporary privileges as deemed appropriate by the Library Director or the Supervisor in charge.

New card recipients will be placed into a 3 month new membership period. During this time new cardholders may have no more than a total of 10 items checked out on their card at any given time. Of those 10 items there may be a combination of only 2 movies, 2 music CDs, 2 software/computer games, or 10 books at one time with a maximum of 20 items per household of new members. At the end of the 3 month new membership period patrons in good standing will be given full privileges within the policies and operating procedures of the library. Patrons ending their new membership period with lost library material or fines and fees of \$5.00 or more will be placed into an additional 3 month new membership period.