

## **PLAIN CITY PUBLIC LIBRARY ADMINISTRATIVE POLICY AND PROCEDURES**

**SUBJECT:** LIBRARY MEMBERSHIP

**DATE APPROVED:** 9/20/2010

**REVISED:** 5/17/2021

**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.

Ohio residents 18 years of age 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.

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. Students under 18 years of age may be issued a limited access student card, without a parent or legal guardian, to check out up to 2 books at any given time. Student cards will not accumulate fines or fees but membership may be suspended or revoked due to long overdue or lost material.

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 periodicals, 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 adhering to all policies and rules governing the Library and without lost or long overdue material 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.

Library members without card activity for more than 3 years may be deleted from the Library's patron database. Patrons with deleted cards may reapply for membership.