

<b>Mary Riley Styles Public Library</b>
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## **LIBRARY POLICY MANUAL**

### **CIR-2: Patron Borrower Cards**

**Date Issued: 5/19/04**

**Revised: 10/16/13**

**Attachments: 2**

**1) Patron Application**

**2) Options Form for  
Children under 14**

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### **I. Definitions**

*Council of Governments (COG):* Cooperating municipal and county governments within the metropolitan Washington area. Participating jurisdictions are the District of Columbia; Frederick, Montgomery, and Prince George's Counties in Maryland; the Cities of Alexandria and Falls Church; and Arlington, Fairfax, Loudoun, and Prince William Counties in Virginia.

*Reciprocal borrowing agreement jurisdictions:* The library systems in COG jurisdictions participate in a reciprocal borrowing agreement allowing residents of all COG communities free borrowing privileges from each member system.

*Resident of the City of Falls Church:* a patron whose residence/ mailing address lies within the jurisdictional limits of the City of Falls Church, hereafter referred to as the City.

*Non-resident:* a patron who is not a resident of the City.

### **II. Policy**

It is the policy of the library to issue free or subscription library cards to all who qualify, and to produce and maintain accurate records in order to distinguish Falls Church City residents from non-residents.

All applicants for a library card must complete a patron application form either in person (see attachment 1) or online and provide adequate documentation of name and address. Completed, signed applications and

documentation are presented to any staff member at the circulation desk. Acceptable documentation of name and address includes, but is not limited to:

- Driver's license (or license and DMV issued change of address)
- Personalized checkbook with printed address
- Postmarked letter
- Utility bill
- Rental or mortgage contract (including apartment #, if applicable)
- Tax receipt
- Official confirmation letter from a residence facility
- Children under 14 years of age may use the residential identification of a parent or guardian. If the parent or guardian who co-signs the child's application has a library card with a current, correct address, no further verification is required.

There is no age requirement for obtaining a card. A child under 14 years of age can obtain a card with a parent's signature, but must be present to receive the card. Parents must specify whether they want full, partial, or no access to a child's account for children under 14 years of age. When a child turns 14 the record becomes fully confidential (see Confidentiality Policy).

A representative of a group or organization that is scheduled to visit the library may make arrangements to obtain library cards for the members of the visiting group, provided that each person in the group meets the eligibility requirements specified above. Arrangements must be made at least two weeks before the date of the visit.

Library card records expire three years (or less—see “temporary cards” and “subscriber cards,” below) from the date of issue. Renewal is free upon verification that the patron information is accurate, although patrons must clear any fines or fees on their record before the card is renewed. Library cards may be canceled or temporarily suspended at any time by the card holder and can be temporarily suspended if the card is reported lost or stolen.

Patron records are updated any time a patron reports a change of information or upon confirmation of the current information. If a patron reports that s/he has moved into the jurisdictional limits of the City, proof of the new address is needed before the patron can receive resident privileges.

Under certain conditions, library card privileges may be revoked. Children under 14 years of age may have their library card privileges revoked at the discretion of their parents. Privileges may also be revoked when a patron is barred from the library through a “No Trespass” order, or for accumulation of excessive fines/fees or other violations of library policy.

#### **A. Eligibility Guidelines for Obtaining a Library Card**

Library borrowing privileges are extended to an individual or organization meeting eligibility requirements for a free library card or to an individual or organization purchasing a non-resident or subscriber card. Anyone wishing to obtain a library card must submit a completed library card application and suitable documentation to the circulation department. There are five (5) types of cards available from the library:

### **1. Resident Card**

An individual may register for a free resident card if s/he meets any one of the following criteria:

- Resides within the jurisdictional limits of the City of Falls Church
- Owns a business or property located within the jurisdictional limits of the City of Falls Church

To receive a resident card, a patron must provide documentation of residence or ownership of property within the City of Falls Church. Documentation must include the patron's name and address as they appear on the application for the library card. A resident card is valid for three years and is renewable at no charge.

### **2. Non-resident Card**

An individual may register for a free non-resident card if s/he meets any of the following criteria:

1. Resides in a Council of Governments (COG) reciprocal borrowing agreement jurisdiction
2. Resides outside the COG reciprocal borrowing agreement jurisdictions but works in the City of Falls Church
3. Resides outside the COG reciprocal borrowing agreement jurisdictions but owns property or businesses in one of those jurisdictions.

To receive a non-resident card, a patron must provide documentation confirming their current address within the COG reciprocal borrowing agreement jurisdiction. Documentation must include the patron's name and address as they appear on the application for the library card.

A non-resident card is valid for three years and is renewable at no charge.

### **3. Subscriber Card**

An individual living and working outside the COG reciprocal borrowing agreement jurisdictions but within the state of Virginia may register for a subscriber card upon payment of an annual fee (see “Fines and Fees”). The fee is not pro-rated or refundable.

To receive a subscriber card, a patron must provide documentation confirming his or her current address. Documentation must include the patron’s name and address as they appear on the application for the library card. A subscriber card is valid for one year. At the end of the year, the patron may pay the subscriber fee to renew the card.

#### **4. Corporate Card**

Corporate borrowers are those individuals who are borrowing materials on behalf of an organization, school, company, or association. A free corporate card can be issued to:

- an organization within the City of Falls Church (receiving the privileges of an individual resident card)
- an organization in a COG reciprocal borrowing agreement jurisdiction (receiving the privileges of an individual non-resident card)
- an organization located outside the COG reciprocal borrowing agreement jurisdiction. In this case, the organization must pay an annual subscriber fee (see “Fines and Fees”), for which it receives the privileges of an individual subscriber card. The fee is not pro-rated or refundable.

To receive a corporate card, an individual must submit a letter of authorization on letterhead stationary from a corporate officer who accepts responsibility on behalf of the organization for all materials borrowed on the corporate card and who completes and signs a library card application. The corporate officer may withdraw, transfer, add, or change authorization.

Corporate cards are good for one year. The corporate officer may renew the card by certifying that all information is current and that the corporate agreement is still valid. If the card expires and the corporate officer is no longer available, a new authorization is required, as above. For organizations outside the COG reciprocal borrowing agreement jurisdiction, renewal also requires payment of the annual subscriber fee (see “Fines and Fees”).

## **5. Temporary Card**

Any of the above categories of borrowing card may be granted for a limited time. This is desirable in instances where a patron informs the circulation staff that they will be leaving the Northern Virginia area before the standard three year expiration date.

A temporary card acts as a permanent card of the appropriate category, except that it expires at a time specified by the patron. A temporary card is not ordinarily renewable, but may become a permanent card at the patron's request.

### **B. Borrowing Privileges and Restrictions by category**

All cardholders have access to materials provided by the library in-house and online, including but not limited to: all circulating and reference materials, current and back issues of magazines and newspapers, downloadable collections, and on-line databases. All cardholders may borrow circulating materials. All cardholders have access to services provided by the library, including but not limited to: using in-house reference services; placing a hold on an item at no charge; using public computer stations (subject to availability and other restrictions); renewing items by phone or internet (subject to some restrictions); and using the library web page to retrieve personal account information. However, the following services are restricted to resident cardholders: interlibrary loan borrowing, exam proctoring, and homebound services.

All cardholders are subject to restrictions on use of library materials as established in policies regarding "Circulation of Library Materials". All cardholders are responsible for fines and fees associated with materials that are returned after the due date, returned damaged, or unreturned. Borrowers should not return items belonging to MRSPL to other area libraries, nor should they return other area library items to MRSPL. Borrowers are responsible for any fines or fees accrued for items returned late or lost because they were returned to other libraries.

### **C. Borrower's Responsibilities**

A borrowing card is issued to a single individual for his or her personal use. (Exception: a corporate card is used by several members of the corporation)

By signing the application form and accepting a borrowing card, the cardholder accepts responsibility for the following:

- The return, in good condition, of all borrowed materials;
- Payment of fines and fees incurred for any overdue, damaged, or lost materials borrowed on the card;
- Reporting a lost or stolen card immediately;
- All charges incurred on a lost or stolen card up to the time that it is reported lost or stolen;
- Reporting promptly any changes in name, address, phone number, or e-mail ;
- All charges incurred on the card as a result of lending the card or library materials to another individual;
- Payment of the replacement fee for a lost or stolen card.