

## Borrowing Privileges

### Registration Requirements

The Sherrard Public Library District is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Sherrard Public Library District pay taxes to support the Library. Those people who live within the jurisdictional boundaries of the Sherrard Public Library District need pay no additional fee to be eligible to receive their first library card. Library cards are renewed every two years without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of the Sherrard Public Library District and is a patron in good standing. There is a fee of five dollars (\$5) to replace damaged, destroyed, lost, or stolen library cards.

As a resident card holder, the borrower identified on the valid borrower's card may physically take his or her library card to another library to borrow materials. Those materials are the responsibility of the individual who borrows them, and are subject to all of the fines, rules, and regulations of the lending library. Often libraries limit the borrowing privileges of reciprocal borrowers, and it is best to establish local rules and procedures before making your selections.

Individuals residing beyond the jurisdictional boundaries of the Sherrard Public Library District and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Sherrard Public Library District, may purchase a non-resident fee card for the current calculated price. This fee entitles the entire family to use the Sherrard Public Library District, but not neighboring libraries. If you reside beyond the jurisdictional boundaries of the Sherrard Public Library District, upon presentation of a tax bill bearing your name, you may have one library card for the exclusive use of the individual whose name appears on its face without additional payment as is the case with people who reside within the jurisdictional boundaries of the Sherrard Public Library District.

Adults wishing to register for a borrower's card, renew an expired borrower's card, or replace a lost, stolen, damaged or destroyed borrower's card at the Sherrard Public Library District must bring with them two forms of identification, at least one of which bears their name and address. These forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card. If the borrower only has 1 form of identification with them, their library card will be mailed to the current address given within 3 business days of registration.

Children under the age of 18 must have a parent's signature on any initial application for a library card. The application must be completed with both the child and adult present in the library. Children under the age of 16 may use the proof of residency provided by their parent. Children 16 and over may choose to provide their own proof of residency, or use that of their parent.

## Eligibility to Borrow

Individuals presenting valid borrower's cards issued by the Sherrard Public Library District are eligible to borrow materials from the Sherrard Public Library District when the following conditions are met:

1. No materials which are more than one circulation period overdue are on their card.
2. No outstanding fines in aggregate excess of \$10.00 have accrued to their card.
3. No materials borrowed for them from another library are overdue in any amount.
4. The Library staff may not waive these regulations without the specific permission of the Director; however, the patron may request and receive a 24-hour hold on the item(s) he or she wishes to check out to allow the patron to correct the situation which has resulted in the loss of eligibility to borrow.

— adopted July, 2009; amended May 2010