



POLICY # 201 –Library Cards

Approved by the Board of Trustees 6/10/2021

Policy Statement:

In order to provide access to materials for the people of Garrett County while at the same time maintaining the security of their collection, the Library has established guidelines by which patrons may obtain library checkout privileges.

Regulations:

In order to receive a library card that permits the holder access to the free services of the Ruth Enlow Library System, the applicant must:

1. Show his/her state ID or other proof of address (military addresses are acceptable) listed below.
2. Complete and sign the application/borrower's agreement.
3. If the patron cannot provide a state ID, other forms of identification may be accepted.

Acceptable forms of identification include:

- a. Military ID
- b. Consular ID
- c. Passport
- d. Employer ID with photograph

Acceptable proofs of address include:

- a. Utility bill
- b. Bank-issued checks
- c. Mortgage or lease
- d. Other mail processed through USPS with the patron's name and current address

If the patron is unable to provide any of these acceptable forms of identification, a post card will be mailed to the patron's home address. The patron must return to the library with the post card to pick up his or her card.

4. Applicants under the age of eighteen must have a parent or legal guardian sign the Borrower's Agreement for them.
5. Library cards are valid for three years, after which they must be renewed.