

MARTIN COUNTY LIBRARY SYSTEM

TO: ALL LIBRARY STAFF

FROM: JENNIFER SALAS: LIBRARY DIRECTOR

PREPARED BY: RICHARD REILLY: LIBRARY OPERATIONS & SERVICES ADMINISTRATOR
SYLVIE SZAFRANSKI: PUBLIC SERVICES MANAGER

SUBJECT: REGISTRATION POLICY

SUPERSEDES:

Eligibility for Free Library Card 10/25/1994
Issuance of Non-Resident Library Cards 12/16/1999
Library Service for South Martin County 12/16/1999

EFFECTIVE DATE: 11/16/2005
Revised 10/01/2007
Revised 12/15/2008
Revised 10/14/2014
Revised 01/23/2018

PURPOSE: To state the eligibility and conditions to obtain a library card.

AUTHORITY:

Florida Statute 257.261
American Library Association (ALA) Council,
ALA Library Bill of Rights,
Americans with Disabilities Act (ADA) of 1990,
Standards and Guidelines for Florida Public Library Services,
Florida Library Association,
Library Board of Trustees,
Martin County Board of County Commissioners

POLICY:

A person's right to use the library should not be denied or abridged because of sex, age, race, religion, disability, national origin, social or political views.

All applicants must present photo identification prior to being issued a card or granted borrowing privileges.

RESPONSIBILITY:

Everyone obtaining or signing for a library card will be responsible for its use and the responsible care of borrowed items. This includes access to printed materials, audio, video, electronic media, downloadable materials, and the Internet. Physical possession of the card will be considered permission to use it, except when specifically forbidden by library policy. The Martin County Library System staff will not attempt to control/restrict use of a card once it has been issued. In the event the card is lost, users should report the loss to the library staff immediately.

Lending periods and library services are detailed on the Martin County Library System's website.

FREE CARDS:

Martin County Library System will issue free cards to Martin County Residents. Applicants must have a photo ID and proof of Martin County residence/exception.

Proof of residency can be any ONE of the following:

- A Martin County residential address on the registrant's ID
- Martin County voter's registration card
- Utility bill / Check Book in patrons name with a MC residential address
- A student ID from any Martin County school
- A SEFLIN (Southeast Florida Library Information Network) One Card from a participating institution
- Registrant's name and address in the Martin County Property Appraiser's database
- Registrant's business license in Martin County

Other exceptions may be granted at staff discretion.

JUVENILE CARDS:

A resident of the County under the age of 13 may receive a juvenile library card.

A parent, legal guardian, or other adult responsible for the young user must agree to be responsible for the appropriate use of library privileges. This signifies acceptance of financial and reading guidance responsibility as well as responsibility for access to any other resources.

Children are assured access to all materials and resources when issued a juvenile library card, which grants the same access privileges as an adult card.

Other exceptions may be granted at staff discretion.

TEEN CARDS:

A resident of the County aged 13 to 17 years old will receive a teen library card.

If the user is younger than 16 years old, a parent, legal guardian, or other adult responsible for the young user must agree to be responsible for the appropriate use of library privileges. This signifies acceptance of financial and reading guidance responsibility as well as responsibility for access to any other resources.

Teens are assured access to all materials and resources when issued a teen library card, which grants the same access privileges as an adult card.

Other exceptions may be granted at staff discretion.

EXCEPTIONS:

Free cards may also be granted to the following individuals regardless of residence:

- Students currently enrolled in a school located in Martin County
- All employees of the Martin County Board of County Commissioners, the City of Stuart, and the Martin County Constitutional Officers
- Adult and young adult Martin County Library System volunteers
- Teachers of the Martin County School District
- Martin County licensed business owners

Other exceptions may be granted at staff discretion.

NON-RESIDENT CARDS

The Martin County Library System's policy is to issue non-residents a library card upon payment of the appropriate non-resident fee. The amount of the non-resident fee is set by the Library Board of Trustees and Library Administration. Non-resident fees are billed according to the length of time services will be available on the card. Fees for non-resident cards are defined in the Schedule of Fines, Fees and Other User Charges.

One non-resident card is issued upon payment of this fee.

PC-ONLY CARDS

Visitors can obtain a free PC-ONLY card that allows use of the library's computers. This card does not have borrowing privileges. Presenting identification is still required.

E-BUSINESS CARDS

To promote economic development, E-Business cards will be offered to any Treasure Coast business (Martin, St. Lucie, Okeechobee, and Indian River Counties), This library card allows access to the library's Online Resources.

EQUIPMENT PRIVILEGES

To promote early literacy, digital literacy, and content creation, Equipment Privileges will be offered to library card holders 18 years old or older. An additional borrowing agreement is needed for these privileges. If a patron under 18 wishes to have these privileges, a parent or guardian's signature of responsibility is required.

SPECIAL NEEDS

Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in library service or for other special needs at staff discretion.

The Library Director or staff may revoke any patron's library privileges for violation of library policies, subject to appeal to the Library Board of Trustees.

APPROVED BY: _____
Jennifer Salas, Library Director

DATE: _____

APPROVED BY: _____
Library Board of Trustees

DATE: _____