



## **Library Card Policy**

**Revised April 2023.**

**Adopted by the Calloway County Public Library Board of Trustees this 14 day of January 2015.**

**There are different types of library cards that may be issued to patrons. Below is a list of these types and a brief explanation of each.**

### **Resident Card:**

This all-access card is free for people living in or owning property in Murray and/or Calloway County. Persons 18 and older who meet eligibility requirements may apply for this card.

A Resident Card allows the checkout of physical materials from the Library and the use of all online services (eBooks, audiobooks, Movies, TV, research databases) and in-house computers.

CCPL Resident Cards expire two years from the date of issue. The card can be renewed by visiting the Library.

In order to receive a card, proof of residence must be established by providing one of the following:

- Government-issued ID, such as a driver's license or ID card with a current address
- Current property tax receipt
- Printed lease/contract for deed/deed
- Utility bill or piece of mail in your name received within the last month
- A check with your current address

If none of these are available, the Library can take an application and send a postcard to the address provided. Upon return of the postcard, the Library will issue a card.

### **Junior Resident Card:**

This all-access card is free for persons 17 and younger who meet eligibility requirements.

Persons under 17 will need the signed consent of a parent or legal guardian. The child's parent or



legal guardian will be listed as the child's responsible party, which indicates that they are responsible for all items, content, and charges on the child's account.

A Junior Resident Card allows the checkout of physical materials from the Library and the use of all online services (eBooks, audiobooks, Movies, TV, research databases) and in-house computers.

CCPL Junior Resident Cards expire two years from the date of issue. The card can be renewed by visiting the Library.

In order to receive a card, the parent or legal guardian must provide proof of residence with one of the following:

- Government-issued ID, such as a driver's license or ID card with a current address
- Current property tax receipt
- Printed lease/contract for deed/deed
- Utility bill or piece of mail in your name received within the last month
- A check with your current address

If none of these are available, the Library can take an application and send a postcard to the address provided. Upon return of the postcard, the Library will issue a card.

### **Reciprocal Card:**

A Reciprocal Card is available to individuals who are registered borrowers in good standing at a public library in one of the following Kentucky counties: Caldwell, Carlisle, Christian, Crittenden, Fulton, Graves, Hickman, Livingston, Lyon, McCracken, Marshall, Trigg, Union, and Webster County, or a registered Murray State University student.

Individuals must provide identification and proof of affiliation with a reciprocal library or Murray State University.

CCPL Reciprocal Cards expire one year from the date of issue. The card can be renewed by visiting the Library.

### **Temporary Resident:**

**The Temporary Resident Card is available to individuals residing in Murray or Calloway County, KY, on a temporary basis.**



In order to receive a Temporary Resident card, proof of residence must be established by providing one of the following:

- Government-issued ID, such as a driver's license, ID card, Visa, or Passport
- Letter confirming your temporary local address

If none of these are available, the Library can take an application and send a postcard to the local address provided. Upon return of the postcard, the Library will issue a card.

Temporary Resident Card expires six months from the date of issue. The card can be renewed one time.

### **Non-Resident:**

A Non-Resident Card is available for those who do not currently live in or own property in Murray or Calloway County and are ineligible for the above-listed cards. (Requires visiting the Library.)

To receive a Non-Resident Card, you must visit the Library

Present a valid Government Issued ID, such as a driver's license, ID card, Visa, or Passport

Payment is required at the time of application.

Acceptable payment methods: check cash or money order.

The annual non-resident fee is \$65 per card. (For Non-Resident card expires 12 months from the date of issue. Renewable annually with payment.

**Exceptions: Will be dealt with on a case-by-case basis.**

### **Library Card Information:**

1. Patrons who have lost their library cards may obtain a new one for \$5.30. All items and charges on the patron's account will remain when a new card is issued. The Library will replace stolen cards; a police report may be required.



2. Patrons must present their library card to check out materials or use the computers. Patrons may only check out materials without their card if their photo is recorded in the Library's computer system.
  
3. No one may check out items on a card that does not belong to them except with a written consent form on file at the Library.
  
4. Any patron who is listed as the responsible party on a child's account may check out materials on the account but must have the child's library card in hand. Other cases will be handled by the Director on a case-by-case basis.