

Lisle Free Library
Policy Daily Operations
Policy 1-B (iii) "New Cardholders"

Effective Date: 6/4/2012

Application: Patrons

Statement of Purpose: The Lisle Free Library exists to provide quality service to the residents of Lisle, New York and adjacent communities including access and borrowing privileges of the Library's lending materials available in a variety of formats. In order for a resident of the Town of Lisle or an adjacent community to receive borrowing and Four County Library System privileges, a proper protocol must be establish and followed.

Policy: Resident of the Town of Lisle or adjacent communities, who do not already have a library card with any participating Four County Library System (FCLS) library, may request a library card from the Lisle Free Library.

The following are required for new library cardholders:

- 1) A complete registration application (available at the circulation desk).
- 2) Personal identification:
 - a. Primary identification with a picture (such as a driver's license) which has the individual's current address.
 - b. If the address on the identification is not current, then another form of identification must be presented which verifies the individual's current address such as a piece of mail or a bill.
 - c. Individuals who do not possess a valid photo ID must present two documents that verify current address.
- 3) New cardholder patrons will only be allowed to borrow (1) item during their first time borrowing from the Lisle Free Library.
- 4) Children 12 years old or younger must apply with a parent or legal guardian. The adult's signature is required on the child's registration application. The minimum age a child can be to apply for a library card is 5 years old.
- 5) There is a \$1.00 fee for replacing lost or damaged cards.

Responsibility: All library staff is responsible for the enforcement of the "New Cardholder" policy.

Approved: 1/1/2014 by the Lisle Free Library Board of Trustees

Revised:

Reviewed By/On: (Legal Counsel and or by a designated person after a period of time.)