

Putnam County Public Library Registration Policy

Registration files are confidential

Resident Borrowers:

All residents and landowners of Putnam County are defined as Resident Borrowers. In order to obtain a library card, applicants must present identification showing name and current address.

Non-resident Borrowers:

Borrowers' cards are issued at no charge to non-residents who:

- are students or teachers in Putnam County
- hold a card from a library participating in the reciprocal borrowing covenant that requires an applicant to be in good standing with his/her home library and be able to present a valid card from their home library.
- present a current Public Library Access Card. (This PLAC card may be purchased at any library at the rate established by the Indiana State Library.)

Non-residents who do not live in an area served by a public library nor qualify under the above provisions may purchase a library card for \$25 per year.

Juvenile Borrowers:

Anyone under the age of eighteen must have a legal guardian's signature unless the borrower is:

- married
- a legally emancipated minor
- a college student

Temporary Cards:

Temporary cards may be issued to visitors or those without a permanent residence. These borrowers may check out up to six books and no audio-visual material. Exceptions may be approved on a case-by-case basis. Temporary cards will expire after 90 days of inactivity.

Borrower Responsibilities:

Each borrower is to present his/her library card when borrowing library materials and is responsible for all materials checked out with his/her library card number. Patrons must also notify the library of any address change or when a card has been lost or stolen.

Replacement Cards:

The cost to replace a card is \$3.

Card Expiration:

Adult Resident Borrowers

- An active adult borrower's card has no expiration date.
- Cards will be expired after three years of inactivity.

Juvenile Borrowers

- A juvenile borrower's card expires when the holder reaches the age of eighteen.
- At that time, the borrower must complete a new registration form and sign as the responsible party.

Non-residents

- The cards of non-residents will be expired after one year of inactivity.

All cards have an annual system automated address check.

Adopted by the Putnam County Public Library Board of Trustees November 16, 2005
Revised and adopted by the Putnam County Public Library Board of Trustees April 28,
2010