MEMBERSHIP

GENERAL POLICY

A. ELIGIBILITY
   A free library card will be issued to each individual who meets one of the eligibility requirements listed below:

   - Boone County resident
   - Boone County property owner
   - Teacher employed by a Boone County public or private school
   - Business located in Boone County
   - Library staff member
   - Library volunteer
   - Resident of Lawrenceburg with a Lawrenceburg Public Library card
   - Student at Northern Kentucky University
   - PLANCK/SWON library registered member

   Individuals who do not meet any eligibility requirements may purchase a library card.

B. RESPONSIBILITY
   The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card. The parent or guardian who signs the application for a juvenile card is responsible for all items borrowed with that card.

C. EXPIRATION/RENEWAL
   Library cards expire periodically to provide an opportunity to verify and update customer information. Most cards expire every three [3] years; exceptions include non-resident cards, business cards and teacher cards. There is no fee for membership renewal.

D. SUSPENSION
   Borrowing privileges may be suspended for non-returned items, unpaid fees, a change in eligibility, or upon request of the customer.

SPECIFIC MEMBER POLICY

A. ADULT CARD
   - Individuals, 18 years and older, who live or own property in Boone County.
   - Must provide identification and proof of residence and/or ownership. (A post office box does not meet this requirement.)
   - RESTRICTIONS: None
   - The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card. The parent or guardian who signs
the application for a juvenile card is responsible for all items borrowed with that card.

B. JUVENILE CARD

- Children, birth through 17, whose parent[s] or guardian lives and/or owns property in Boone County.
- Must provide identification and proof of residence and/or ownership. (*A post office box does not meet this requirement.*)
- Must have a parent or guardian’s signature (birth – 17)
- RESTRICTIONS: Interlibrary loan service (ILL), R-rated DVDs, and M-rated software. Children younger than 13 may not check out parental advisory music.
- A parent or guardian must be present at application time
- The parent or guardian who signs the application for a juvenile card is responsible for all items borrowed with that card.

C. TEACHER CARD

- Individuals who are employed as teachers in any Boone County school, public or private. (Homeschool and independent preschool/daycare do not meet this requirement.)
- Must provide identification and proof of employment.
- RENEWAL: Cards expire the last day of May following the month of issue. Cards will not be renewed until August 1, unless proof of summer school contract is presented.
- The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card.

D. BUSINESS/ORGANIZATION CARD

- Businesses, Organizations, Institutes and Agencies located within Boone County
- Must provide identification and proof of address (*A post office box does not meet this requirement.*)
- A written request on business/organization letterhead including the names of employees (not to exceed 6) authorized to use the card and signed by the owner, manager, financial agent, or principal must accompany the Business/Organization Application
- Application must be signed by an officer of the organization who has the authority to assume financial responsibility for the organization.
- RENEWAL: One [1] year from date of issue
- RESTRICTIONS: None
- The Business/Organization/Institution/Agency to whom a library card is issued assumes full responsibility for all items borrowed with that card.
E. NON-RESIDENTIAL ADULT
- Individuals who are members/registered borrowers at a SWON or PLANK member institution or the Lawrenceburg Public Library or are Northern Kentucky University students.
- Must provide valid identification with the reciprocal county’s address listed
- RENEWAL: One [1] year from the date of issue
- RESTRICTIONS: Interlibrary loan service (ILL)
- The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card.

F. NON-RESIDENTIAL CHILD CARD
- Includes children who are non Boone County residents, whose parent/legal guardian are members/registered borrowers at a SWON or PLANK member institution or the Lawrenceburg Public Library
- Must have parent/guardian signature
- Renewal is one year from date of issue
- RESTRICTIONS: Interlibrary loan service (ILL), R-rated videos and DVDs, and M-rated software. Children younger than 13 may not check out parental advisory music.
- The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card. The parent or guardian who signs the application for a juvenile card is responsible for all items borrowed with that card.

G. TEMPORARY CARD
- Customers who do not have address identification at the time of registration
- May check out 3 items until address verification is received.

H. PURCHASE CARD
- Individuals who do not meet any of the eligibility requirements for a free library card
- Must provide identification and proof of address. (A post office box does not meet this requirement.)
- Must have a parent or Guardian’s signature if under 18.
- RESTRICTIONS: None
- FEE: $80.00 annually
- The individual to whom a library card is issued assumes full responsibility for all items borrowed with that card. The parent or guardian who signs the application for a juvenile card is responsible for all items borrowed with that card.

I. OUTREACH CARD
Any Boone County resident, regardless of age, who is unable to visit the Library due to a temporary or permanent limitation may receive delivery from outreach staff.

Must provide identification and proof of residence and/or ownership. (A post office box does not meet this requirement.)

Any childcare center, preschool, and after-school program served by the outreach staff.


The individual/center to whom a library card is issued assumes full responsibility for all items borrowed with that card.

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