

LIBRARY CARD POLICY
ULYSSES PHILOMATHIC LIBRARY

The Ulysses Philomathic Library issues library cards free-of-charge to anyone under the guidelines below. Patrons may apply for a library card at the library circulation desk.

Adult Cards (age 18 and older)

- Applicants must present proof of name and current address. A driver's license, automobile registration, rent receipt, postmarked mail, checkbooks which include home address, sheriff's photo I.D., or similar documentation, are all acceptable as proof.
- Applicants must provide their street address on the registration card, even if mail is to be sent to a P.O. Box.
- A library card will not be immediately issued to the applicant at the time of registration. Library cards will instead be mailed to newly registered applicants as a means for the library to verify the mailing address of each applicant. Library cards will not be forwarded to a second address.
- Applicants may check out a maximum of two (2) items the day they register.
- Adult cardholders are responsible for overdue, lost or damaged items that are checked out on their card.

Juvenile Cards (under age 18)

- For applicants without proper I.D., a parent or guardian must provide proof of current address.
- Applicants must provide their street address on the registration card, even if mail is to be sent to a P.O. Box.
- A library card will not be immediately issued to the applicant at the time of registration. Library cards will instead be mailed to newly registered applicants as a means for the library to verify the mailing address of each applicant. Library cards will not be forwarded to a second address.
- Applicants may check out a maximum of two (2) items the day they register.
- Parents or legal guardians of juvenile cardholders are responsible for overdue, lost or damaged items borrowed by their child.

Children with Two or more Residences

Recognizing that a wide variety of family structures exist, there are circumstances where children (under age 18) may obtain multiple library cards. Such situations may include, but are not limited to, children who are members of separated families and who reside at more than one household, and children in foster homes (such as participants in the Department of Social Services (DSS) Foster Care program in Tompkins County) who also maintain a different home address from that of their foster family. Quite often in these types of circumstances, separate cards are obtained for each residence and different parents/guardians will take responsibility for each card.

To apply for a library card in these types of situations, both the child and the accompanying parent or guardian should visit the circulation desk. The parent or guardian will be asked to provide a photo ID and verification of current address.

Foster parents should be prepared to present their foster parent license (this will not verify the foster child's name, but will confirm that the person is indeed a licensed foster parent).

When a foster child is issued a card, the foster parent does not need to sign the application because they are not financially responsible for lost materials. However, the foster parent must enter their address as the residence on the application.

Additional information

Individuals who are unable to complete the application form may be assisted by anyone who is willing and able to do so.

Patrons without a current address may use library materials in-house. In certain circumstances, these patrons may be allowed to borrow items from the library with permission from the Director or his/her designee.

The library retains the right to deny a library card to those who do not meet the above registration guidelines.

Lost Library Cards – There is a \$1.00 charge for replacement.

Worn Out Library Cards – A patron turning in a “worn out” card will be issued a new card free-of-charge.

First approved by Board of Trustees 04/19/05

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