

## **LIBRARY CARD POLICY**

### **ULYSSES PHILOMATHIC LIBRARY**

The Ulysses Philomathic Library issues library cards under the guidelines below. Patrons may apply for a library card at the library circulation desk or online at the library website.

By applying for a library card, patrons agree to abide by library rules, will be responsible for any fees or fines incurred, and ensure they maintain current contact information.

#### **Adult Cards (age 18 & older)**

- Applicants must present proof of name and current mailing address.
- 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 library director and/or their designee.
- When possible, a library card will be issued at the time of application.
- Adult cardholders are responsible for lost or damaged items that are checked out on their card.

#### **Youth Cards (younger than age 18)**

- For people younger than age 18, a parent or guardian must provide proof of current mailing address.
- Parents or legal guardians of youth card holders are responsible for lost or damaged items borrowed from the library.

#### **Additional Information**

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

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

There is a \$1 charge to replace a lost library card, but no charge to replace a worn-out card turned in by a patron.

The library director may decide to waive all or part of any charges.

*First approved by Board of Trustees 04/19/05*

*Approved as amended by Board of Trustees 04/19/22*