

Circulation Guidelines - Library Card - August 25, 2014

Policy Statement:

The Tuscaloosa Public Library is committed to providing all residents of Tuscaloosa County with excellent library service that includes the ability to check out library materials for personal use as well as access to public use computers in library facilities. The Tuscaloosa Public Library is also committed to being a good steward of its resources as it serves the public. The issuing of library cards for use in checking out library materials or for use of public computers in the library is therefore subject to the regulations listed below.

Regulations:

Library cards are issued to residents of Tuscaloosa County free of charge upon completion of a library card application, the presentation of currently valid picture ID, and proof of current address. The address must be a physical location, not a post office box. The following are appropriate forms of picture ID:

Government issued ID – passport, driver's license, non-driver's ID, military ID, consular ID, native tribal card, and School or work issued ID

If the picture ID doesn't include the current address of the resident the following are appropriate proof of address:

Bill or officially postmarked mail
Car, voter or school registration
Checkbook
Lease

Individuals living in temporary residences in Tuscaloosa County (e.g. Hannah Home, Salvation Army, VA hospital) may get a Courtesy Card with a picture ID and a signed letter from an administrator at the institution where they are living. Courtesy Cards are valid for 3 months. At the end of this time period, the patron will need to show proof of a permanent residence, or bring another letter from the institution that is providing their housing.

The Courtesy Card entitles the patron to full computer privileges, and the ability to borrow up to 3 books, 2 DVDs and 1 Book on CD.

The library application requires the patron to sign the following agreement:

Present your card each time you check out items. Do not lend this card. Inform the library of any change in address or phone number. Report lost card immediately. You will be responsible for all uses of lost/stolen card until it is reported. Cardholder is responsible for any fines or fees incurred on this card. Fee will be charged to replace lost card.

I agree to be responsible for all materials borrowed on this card, to obey all library rules, and to follow the Library's

Internet Usage Regulations.

Library cards are issued to children between the ages of 3 and 15 residing in Tuscaloosa County without charge upon completion of a library card application signed by the parent, grandparent, or legal guardian. The parent or legal guardian must also present currently valid picture ID and proof of current address as described above. The patron records for family members residing at the same address are linked.

Library cards are issued to nonresidents of Tuscaloosa County for an annual fee of \$10 upon completion of a library card application, the presentation of currently valid picture ID and proof of current address as described above.

Library cards are issued to children between the ages of 3 and 15 not residing in Tuscaloosa County for an annual fee of \$10 upon completion of a library card application signed by the parent or guardian. The parent or guardian must also present currently valid picture ID and proof of current address as described above. The patron records for family members residing at the same address are linked.

Library cards are issued to students of the University of Alabama, Shelton State or Stillman College for free upon completion of a library card application, presentation of currently valid picture ID, school ID and proof of current address as described above.

Library cards may be issued to students residing in Tuscaloosa through cooperation with local schools. Applications may be distributed to students by teachers or library staff visiting the school. The application must be completed and signed by the parent and returned through the school to library staff.

Cards issued to adults, children, students, out-of-county and in-county residents are all subject to the same privileges and regulations. Special circulation regulations apply to patrons when using the bookmobile or the Books-by-Mail service.

In order to maintain accurate records of library card users, patrons must renew their cards annually. The patron must again present a picture ID. Any outstanding library charges need to be paid before the library card is renewed for the coming year.

There is a \$5 fee for replacing library cards that have been lost. The replacement fee for stolen cards and cards destroyed in fires or natural disasters will be waived upon presentation of a police or insurance report.