Library Staff Policy
Date Policy Approved by the Board of Trustees: October 11, 2016
Date Procedure Approved by Executive Director: December 10, 2019
Subject: Library Card

Policy

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.

Procedure

A. Adult Residents of Tuscaloosa County
   Library cards are issued to residents of Tuscaloosa County free of charge upon completion of a library card application, the presentation of a valid photo ID, and proof of current address. The address must be a physical location, not a post office box. The following are appropriate forms of photo ID.
   - Government issued ID: driver’s license, non-driver’s ID, military ID, consular ID, passport, veteran’s administration card, pistol permit, native tribal card
   - 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 and may be presented in either a paper or electronic format:
   - Bill or officially postmarked mail
   - Electronic utility bill statement
   - Car, voter, or school registration
   - Checkbook
   - Lease agreement

B. Juvenile Residents of Tuscaloosa County
   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 or legal guardian. The parent or legal guardian must also present a valid photo ID and proof of current address as described above. The patron records for family members residing at the same address are linked.

C. College Students
   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 a valid photo ID, school ID, and proof of current address as described above. On-campus students (living in university housing) need only present a valid photo ID and school ID.
D. Elementary, Middle, and High School Students
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 or legal guardian and returned through the school to library staff.

E. Courtesy Card
Individuals living in a temporary residence in Tuscaloosa County (e.g. Phoenix House, Reprieve, Salvation Army, VA hospital, etc.) may get a Courtesy Card with a valid photo 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 a new 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 2 music CDs.
- Courtesy Card patrons may not check out wireless hotspots or audio books.

F. Residents Outside of Tuscaloosa County
- Library cards are issued to nonresidents of Tuscaloosa County for an annual fee of $10 upon completion of a library card application and the presentation of a valid photo ID.
- 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 present a valid photo ID and proof of current address as described above. The patron records for family members residing at the same address are linked.

G. Library Card Regulations
- 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.
- Cards issued to adults, children, students, out-of-county residents, and in-county residents are all subject to the same privileges and regulations. Special circulation regulations apply to patrons using the Bookmobile, Books-by-Mail service, and Courtesy Cards.
- There is a $5.00 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.
- In order to maintain accurate records of library card users, patrons must renew their cards annually by presenting a valid photo ID in person.