

SOUTH PARK TOWNSHIP LIBRARY BOARD

**Library Card Renewal Adopted by the Library Board of Trustees,
September 17, 2002**

Policy Revised: April 12, 2011

Basis for Policy:

To determine eligibility in applying for a Library Card from the South Park Township Library, who participates in ACCESS PENNSYLVANIA, the statewide library system and Allegheny County Library Association, the countywide library system.

Policy Statement:

It is the policy of the South Park Township Library to accept and consider applications for a Library Card from anyone with a valid identification reflecting their current address.

Responsibility:

The South Park Township Library Staff is responsible for (a) providing the necessary and proper proof of residence when applying for a Library Card; (b) notifying the Library of a change of name or address; (c) notifying the Library if their card is lost or stolen.

General:

ALLEGHENY COUNTY RESIDENTS

- Cards are issued only with a Driver's License or a state issued photo ID. If you have just moved here, you may use a utility bill or lease along with your out of state Driver's license or state issued photo ID, as proof of address. You will also be asked to show a Pennsylvania driver's license or a Pennsylvania photo ID once you have obtained one.
- Applications for children, **age fourteen (14) and under**, require a parent or legal guardian signature. The parent or legal guardian must have proper identification and proof of current address. Children's registration(s) must be signed by parent or legal guardian at the Library.
- There is **No Charge** for the initial library card or renewing the library card. **A replacement for a lost card is \$2.00.**
- When activated, a Library Card is good for **two (2) years**. When the **two (2) years** are up, the patron will need to renew the card, in order to borrow library items or access library computers.

OUT OF COUNTY RESIDENTS

- Pennsylvania residents that live outside of Allegheny County will also be provided the same library service as Allegheny County residents.
- Rules for acquiring a library card follow the same procedure as Allegheny County residents.

Procedure:

- Each patron must complete a Registration Card including his or her name, address, and phone number.
- Each patron will be required to show proof of residency with the proper identification card (**i.e., driver's license, bill, etc**).
- Once the Library Staff has verified the information, the appropriate Library Card, based on the patron's residence, will be considered for issuance.
- **Children under the age of fourteen (14)** will be issued a library card only with the approval of a parent or guardian. A valid child's card will carry the parent or guardian's signature.
- All information is confidential, as are all patrons' borrowing records, and protected by **Pennsylvania Act 90**.
- Each person registered and approved will be issued a Library Card, which will expire **two (2) years** from the date of issuance.
- Upon expiration, the old card should be returned to the Library and will be updated with respect to the change of expiration date, address, or phone number.
- Updated cards, including change of name or address will be updated at no charge. Patrons will need to provide proof of proper ID (**driver's license/Pennsylvania ID**) in order to update their library card information.
- If a card is lost or stolen and the library card holder fails to notify the Library, the cardholder will be responsible for all materials checked out on said card.