



## **LIBRARY CARD REGISTRATION POLICY**

The Edith B. Siegrist Vermillion Public Library is a free library, open to all patrons for in-house use. Individuals must complete a library card registration to receive a library card. As the library is funded by taxes, all persons applying for a library card must provide address verification.

### Resident Library Cards

Library cards are free to persons who live or own property within the City of Vermillion, or in Clay County. Resident library cards for the City of Vermillion and Clay County are valid for up to one year. At the end of one year, patrons will be asked to verify their current address and contact information to renew their card for another year.

### Non-Resident

South Dakota Public Library Standards require that we seek equitable reimbursement for service to persons who do not reside in the political subdivisions providing financial support for the library. These fees are to be at least equal to the per capita rate of income from the political subdivision(s) which provide the library's principal tax support. This fee ensures that what a non-resident pays to use library services aligns with what the average taxpayer pays for Library services through their taxes. This ensures all library users are contributing an equitable amount for the use of library services.

Non-resident cards are available for purchase for those living outside Clay County for a fee of \$35 per year. At the end of one year, patrons will be asked to verify their current address, contact information and pay the fee to renew their card for another year. A family who elects to purchase a non-resident card may list a spouse or family member on their card provided they have the same verifiable address.

### University of South Dakota student cards

University of South Dakota Students can get a free library card when they present their student ID. The students must provide proof of their current address and must list a permanent address(non-semester). The card is valid as long as students are attending the University of South Dakota.

### Liability

The person applying for and receiving a library card is liable for materials checked out to that card; the card should not be loaned to others, and if lost or stolen, the cardholder should report that loss to library staff as soon as possible.

Replacement Library cards are available for a fee of \$1.00.

### Library Card Identification Requirements

Patrons registering as borrowers will be asked to show legal identification and proof of address in the City of Vermillion and Clay County. Proof would be documentation that one resides at, owns or leases property

in the city or county, or that one receives mail, at no cost, at a local agency that assists individuals who are homeless or living in transitional housing. Post Office boxes, personal mailbox services and commercial mail service addresses may be used as a mailing address but do not constitute verification of a physical address.

The following are types of identification the library will accept:

Any photo ID issued by the U.S. Federal, Tribal, or any State Government (examples include driver's license, Tribal ID, current passport, green card)

Military ID card

Voter Registration card

Birth Certificate

Social Security Card

The following are types of proof of address:

Property Tax Bill

Lease/Rental Agreement

Papers showing property ownership

Mortgage paperwork

Utility Bill

Edith B. Siegrist Vermillion Public Library mailed registration letter (Talk to staff about having a verification letter mailed to you).

\*\*\*Note that bills must not be more than two months old. Leases and legal documents must have been issued within the last two months of the date of registration or renewal. Expired documents will not be accepted.

This list of acceptable documents is not comprehensive. Library staff may determine if the proof(s) of identity provided sufficiently prove name and address.

### Children

Children under 18 may get a card if a parent or guardian accepts responsibility for the child's use of the card. There is no minimum age.

A library E-Card is available for parents who want their child to be able to use the library's computers and electronic resources but not check out physical items. A library E-card will allow a child patron to log on to library computers and access electronic resources, but will not allow them to check items out physical items at the circulation desk.

### Education Card

Education cards are available for teachers and daycare centers. Any educator may check out Library materials for use in the classroom for an extended period provided the following stipulations are met:

Any educator who abuses the below privileges by continuously returning materials overdue or not meeting the below stipulations will forfeit the Education Card privileges.

- (1) Educator must have an Education Card separate from their personal card. This card must contain information about the users work and may only be used by the person to which it is issued.
- (2) All Educational items must be checked out on the Educational Card.
- (3) All items will be checked out for four weeks. Items may be renewed one time if there are no holds on the item.
- (4) Because of the extended time allotted, please return items promptly.
- (5) The Education Card is for educational use only. Personal check-out should be done on your personal card. Children of educators need to check out library materials on their own Library card.

#### Limitation or Denial of Service

The use of the library may be limited or denied for due cause such as failure to return books or pay fines, destruction of library property, or objectionable or disruptive conduct in the library.

*Approved by the Library Board on January 19, 2018*

*Revised January 4<sup>th</sup>, 2021*