

EASTERN SHORE PUBLIC LIBRARY (ESPL)

REGISTRATION POLICY

Eastern Shore Public Library strives to have free and open access to all. Library cards are issued to facilitate public service and to enable the library to keep a record of which materials are on loan to patrons.

Verification of identity and residence are required to obtain a library card. Applicants must present proof of identity and current address. A photo I.D. with current address is preferred. If photo identification with current address is not available, two proofs of identity are required, at least one with current address.

- Identification can be established through:
 - any current picture identification issued by a governmental agency
 - a current driver's license
 - a school identification card
 - a Military identification card
 - a passport
 - a birth certificate
 - a social security card
- **Library cards are available at no charge to residents of Virginia.** Residence is verified by:
 - a piece of mail with the patron's name received at current street address with a recent postmark, such as
 - a utility bill
 - a bank statement
 - a lease agreement
 - a personal check with name and current address imprinted on it
 - an address on any of the above-mentioned identification cards

Out-of-state residents may obtain a library card with a \$10 fee renewable every three years, but are limited to two checked-out items on their account. Out-of-state residents owning property in Accomack or Northampton Counties have full borrowing privileges. Proof of property ownership, such as a tax bill, is to be presented. Exceptions to these requirements may be made by the library director.

For registration of a child under sixteen years of age, a parent or guardian must show identification and verification of residence, sign the child's application, and assume responsibility for materials borrowed. If the parent or guardian has a library card, that card should be in good standing.

Patrons who wish to utilize only the electronic resources of the ESPL may obtain a "Guest" library card. This card is available at no cost and provides access to desktop computers, the Internet, all databases and digital materials offered by the library. It does not allow check-out of

physical items such as books or audiovisual materials. Identification and residency does not need to be verified. Guest cards expire after one year.

Library cards expire every three years and can be renewed by showing verification of current address.

Replacement cards will be issued to a patron in good standing who shows photo ID with current mailing address. Individuals are allowed one replacement card per year with no fee. \$1.00 fee will be charged if more than one card replacement is requested within the year. Lost or stolen cards should be reported as soon as possible to prevent unauthorized use of the library card account. Cards will not be replaced for patrons who have materials long overdue (over 30 days) or who owe over \$10.00 for fines or lost books.

Borrowing library materials without presenting a library card can be approved by library staff if they are able to verify the patron's identity, which may include presenting photo identification.

Any patron obtaining a library card is subject to all policies in effect at the Eastern Shore Public Library.

Borrowing privileges may be suspended, revoked, or denied to anyone whose current or previous record as a library borrower reveals willful or habitually careless disregard for the protection and return of borrowed material or for the evasion of payment for assessed damage to Library property.

The Administration of the Eastern Shore Public Library reserves the right to revoke library borrowing privileges based upon violation of library policies, including circulation, registration, and patron behavior policies.

Approved 5/04/2009

Updated and approved by the ESPL Board of Trustees on May 2016.