

Borrowing Privileges

Eligibility: Anyone who resides (full- or part-time), works, or owns property in Craig County may apply for a Craig County Public Library card free of charge.

Registration Requirements: A library card application must be completed, including the following information, for each borrower.

For adult patrons (18 and over), the application must include:

- Applicant's full legal name
- Mailing address (and physical address if different)
- Home phone and any alternate phone numbers (cell, work, etc.)
- Date of birth
- Proof of identification showing current address; acceptable IDs include:
 - Virginia driver's license or other government issued photo ID
 - Recent utility bill
 - Current rental lease
 - Printed checks
 - Property tax statement
- Signature of the applicant

For minors (under the age of 18), the application must also include:

- Signature of a parent or guardian
 - Assuming responsibility for the minor patron's library materials
 - Acknowledging that the card entitles the child to full access to library materials
- Proof of identification, as described above, for the parent or guardian

Replacement Cards: Replacement cards will be issued to patrons in good standing who show a photo ID with current mailing address.

Changes to Patron Accounts: Any changes or corrections made to an active patron's account, must be accompanied by a completed Contact Information Update Form which has been signed and dated by the patron.

Use of Library Card by Others: Minor children may check out materials on their parent's or guardian's card. Adults are discouraged from using cards belonging to another, such as girlfriend or boyfriend, spouses, neighbors, or extended family. Adults who wish to allow another adult access to their accounts must complete an Authorized User Form which has been signed and dated by the patron holding the card.

Responsibilities of Borrowers: The signature on the library card application indicates that the applicant agrees with the following:

- That the library card must be in good standing to check out materials (not more than 10 items overdue, no items more than 90 days overdue, and less than \$10.00 in accumulated fines)

In addition, the applicant agrees:

- To be responsible for all materials charged on the library card
- To pay promptly for overdue fines, lost or damaged items
- To keep the total accumulated fines below \$10.00
- To promptly inform the library of any change of address and/or phone number
- To promptly report lost or stolen cards to prevent unauthorized use
- To obey all rules established by the library

Revocation of Borrowing Privileges:

- Patrons will be denied borrowing privileges if:
 - Fines total \$10.00
 - More than 10 items are overdue
 - Items are more than 90 days overdue
- At the discretion of the Director, any patron whose privileges have been blocked will be sent to a collection agency in an effort to recover materials believed to be in the possession of the patron.