

## Library Card Registration

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### General Statement of Policy

The issuance of Library cards allows the Library to track use of materials and communicate with customers regarding requested materials, overdue items, or other Library business.

### Regulations

- a) All residents or non-resident property owners in Bay, Gulf and Liberty Counties are entitled to a free Northwest Regional Library System card. Employees of a county or municipality that funds the Library are also eligible for a free card. All other Non-Residents may obtain a full-service Library card for an annual fee (per the Bay County Fee Schedule).
- b) There are three types of Library cards: Resident, Fee, and Online (OBR). Online (OBR) cards allow immediate access to most Library databases available via the Library website, but do not allow customers to borrow Library materials.
- c) All Library cards are valid for one year and are renewable after verification of current address and contact information with a Library staff member. Annual verification helps keep the Library database accurate and allows for more efficient communication with Library customers.
- d) A photo ID and proof of address is required to obtain a full-service Library card.
  - Acceptable photo IDs include a Driver's License or State ID from any state, or a Military ID. If the ID includes an address within Bay, Gulf or Liberty County, no other proof of address is required.
  - Acceptable forms of proof of address include: a valid driver's license or state ID, utility bill, checkbook, lease agreement, hunting license or postmarked piece of mail. We cannot accept General Delivery as proof of address.
- e) Adults must register for their own Library card.
- f) Anyone aged 16 or older may register for their own Library card and is responsible for any fines or fees accrued.
- g) Children aged 15 or younger must have a parent or guardian register them for a Library card. The parent or guardian who registers for the card is responsible for any fines or fees accrued on the card. Children do not need to be present at the time the parent/guardian applies for the card.
- h) The parent or guardian who registers a child for a Library card will determine whether internet access is allowed.
- i) Anyone aged 16 or older must be given the opportunity to register (or pre-register) to vote. This is required by law (Florida Voter Registration Act, ss. 97.058 *Florida Statutes*) since public Libraries are considered voter registration agencies.
- j) The Library must be informed immediately if a Library card is lost or stolen to prevent usage and fines and fees accrued as a result of unauthorized use.
- k) There will be a charge to replace lost Library cards.

Adopted, Bay County Board of County Commissioners, August 19, 2014; revised August 15, 2017;  
reaffirmed August 20, 2019