

Rusk County Community Library -- Board Policies

USE OF LIBRARY CARDS

Patrons must use their own library card to check out materials.

Exceptions:

Parents/Legal Guardians: Parents/legal guardians may check out items on their children's cards without the children being present only if they are checking out materials for the child. If the parent has a card with fines/fees in excess of the accepted limit, they can only check out juvenile (J, BB, ER, etc.) or young adult (YA) materials on the child's card.

Cardholders who have forgotten their cards: A patron who has a current library card but forgets to bring it may check out items once at a MORE library if he/she verifies his/her identity. Rusk County Community Library patrons may check out once every year without their card. This status will be re-set at the end of the calendar year. Patrons have the option of declaring their card lost and paying for a replacement card.

Cardholders who send another person to pick up items on hold: Cardholders may send their library card with someone else for the purpose of checking out library materials that are on hold for that cardholder only. If the absent cardholder has fines or overdue items in excess of the accepted limit materials may not be checked out on that account. Only items on hold may be checked out on that card.

MAY I CHECK OUT MATERIALS WITHOUT MY CARD?

Once every calendar year. For accuracy, your library card must be presented to check out materials. Library staff at the Circulation Desk may look up your patron record so long as there are no computer issues and identification or identifying questions will be requested. *Your library card must be presented to check out materials if the computer system is not working for any reason.* If you cannot find your card, you may need to get a new one.

Out-of-state residents:

- Fill out an application at the Circulation Desk
- Present proof of address—either the permanent address (if visiting) or the temporary address (if moving). Use one of the following:
 - valid driver's license or photo identification
 - utility bill
 - check book with name & address imprint
 - envelope addressed to you with cancelled postage
- Pay a \$10.00 non-refundable fee

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