Adult Registration

The Photo ID can be a valid Drivers License, Employee ID card, Student ID, card Military ID card, Passport or any other type of ID with a picture and name of individual. This is not an all-inclusive list. The proof of mailing address can be the photo ID, Checkbook, any kind of bill, receipt with the address or something that came via the US Mail.

Children under the age of 16

A parent or guardian who will be responsible for the materials borrowed by the child and must accompany children under the age of 16. On February 3, 1993, the Board of Trustees established the policy "that the application for a library borrower’s card must be signed by the parent or legal guardian of anyone under 16 years of age." The parent must sign in person at the library and must have the required identification.

Any parent or guardian signing a library card application for a child, and who has a library card in his or her own name, must have an account in good standing with the library.

A valid RCPL Library Card in “Good Standing” means no billed items and patron owes less than $5.00.

Give the patron instructions for filling out the application form and tell him the card will be ready in a few minutes.

Always do a PATRON SEARCH in NC Cardinal consortium before issuing a new card. Until further notice one should also check the old Innovative system before issuing a card. This will check for any problems.

Customers who have lost their library cards must pay $2.00 to get a new one.

Have the patron sign the card and instruct him in its use: cards are required each time materials are checked out.
Worn out cards or barcodes are replaced free of charge.

Library cards will expire every three years. Patrons must complete a new registration form and have required identification if the information is not current.

**Institutions**

In order to qualify for service under this arrangement, the highest-ranking official of the institution must complete the registration form thereby agreeing to be financially responsible for any charges incurred. The registration card must list the names of authorized users of the card, as well as identifying the primary contact within the organization; that person has on site responsibility for the materials.

**Alternative Education Programs**

See Policy

**Groups**

This is the procedure to follow when someone requests cards for a group of children – including, but not limited to – scout group, day care or school class visit.

The person in charge, i.e., the teacher, day care director or scout leader, is responsible for:

- Picking up the applications
- Distributing the applications to the parents or guardians
- Retrieving the completed applications
- Checking to see that the applications are completely filled out, including signatures
- Verifying that the address on each application is correct
- Returning the completed applications to the library at least one week in advance of the prospective group visit, leaving a contact name and number in case problems arise as the applications are processed
- If necessary, informing the parent or guardian that a card already exists in that child’s name

Library staff will print the name of the cardholder on the new card. The new cards will be distributed on the day of the group visit.

If the applicant has a card, the application for a new card will be denied and noted on the application. The application will be returned to the group leader.

Groups that make an unscheduled visit will not be able to apply for cards. A group may request the application forms and will follow the above procedure.
See Patron Registration forms:

- Patron Registration
- Patron Registration – Spanish
- Group Application for a Child’s Library Card
- Institution Library Card Application
- Alternative Educational Programs Application Form – For Charter Schools
- Alternative Educational Programs Application Form – For Home Schools