Adult Registration

Patrons need to provide the following items of identification to get a library card. They must present a photo ID and must also provide proof of mailing address.

Children under the age of 16

A parent or guardian who will be responsible for the materials borrowed by the child must accompany children under the age of 16.

The parent or legal guardian must sign the patron registration form in the library and must present the required identification.

Any parent or guardian signing a library card application for a child, and who has a valid library card, must be in good standing with the library.

Institutions

Institutions serving a regular on-site membership or population may apply for an Institutional Library Card. This card facilitates the circulation of deposit collections and specific title requests. Examples of organizations that may qualify for this type of library card are childcare centers, churches, group homes and nursing homes. Materials are checked out for four weeks.

Materials borrowed from the library are for the use of the organization as a whole or a specific unit of the organization. Institution staff may not use the card for personal use. Internet access is authorized with an Institutional card, provided that a representative from the Institution directly supervises the Internet session.

Institutional cards are good for one year only. A new application must be submitted annually. Privileges will not be extended to institutions that are not in good standing with the library. The institution is responsible for paying for all lost or damaged items. Institutions are exempt from
overdue fines unless the account becomes delinquent (60 days overdue). Once an account has been sent to collections, fines are retroactive to the original due date plus a $10 charge is added.

**Alternative Education Programs**

Public libraries are not charged with the mission to provide the educational resources for children enrolled in either traditional or alternative educational programs, such as charter schools or home school programs; nor are they funded to do so. The Rockingham County Public Library does provide resources for all ages in the independent pursuit of life long learning.

To qualify for this service, the principal of a charter school or the primary instructor of a home-based program must present proof of licensing by the State of North Carolina. The names of authorized users of the card will be listed on the Alternative Educational Program registration form.

Alternative Educational Program cards are good for one year only. A new application must be submitted annually. Privileges will not be extended to Alternative Educational Programs that are not in good standing with the library. The Alternative Educational Program is responsible for paying for all lost or damaged items.

Library print materials borrowed on the Alternative Educational Program Card (a) will have extended loan periods of four weeks with one renewal; non-print materials may be checked out for a maximum of seven days with no renewal, (b) will be subject to the library’s fines and fees when items are overdue, unreturned, damaged or lost, (c) will be subject to all other related library policies. Only curriculum related materials are to be checked out on the AEP card. Items for personal use by any person (teacher or student) must be checked out on an individual borrower card. Staff judgment will be final when determining if materials are for personal use.

Internet access is authorized with an Alternative Education Program card, provided that a representative from the Institution directly supervises the Internet session.

**Groups**

This policy addresses the need to facilitate the registration of children in groups such as scouts, day cares or school classes.

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
o 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
o If necessary, informing the parent or guardian that a card already exists in that child’s name