



Patron Registration and Circulation Policy

<i>Review</i>	<i>10-22-2020</i>
<i>Revision</i>	<i>10-22-2020</i>
<i>Issued</i>	<i>03-22-2007</i>
<i>Identifier</i>	<i>Policy SSFL-002</i>

Anyone 16 years or older may register as an adult patron. Adults must have a picture ID with a correct current address or other ID (SS card, benefits card, etc.) and confirmation of mailing address.

Anyone under 16 years old may register as a juvenile patron with a signature of a parent of legal guardian who will be responsible for fines and fees. Parent or guardian must have ID and confirmation of address as indicated above.

Juvenile registration forms will include options for the parent or guardian to indicate permission to borrow videos and to use the internet.

An individual's library account may only be accessed if the individual or his/her card is present. The exception is: renewing items by phone. If a patron wishes someone else to be able to check out items on his/her card, he/she must give written permission and the card to that person.

Delinquent accounts: any account with a balance due of \$5.00 or more. A patron with a delinquent account will not be allowed to take out any materials until the account balance is less than \$5.00.