

**SPRINGDALE PUBLIC LIBRARY
Policies and Procedures**

REGISTRATION

Affects: All Functions	Effective Date: Apr. 10, 2002 R: Aug. 3, 2005 R: March 21, 2007	Review Date:	Number
Signature: Name: Title: Board President			

A. Purpose

The purpose of the policy is to establish the criteria for obtaining a library card.

B. Policy

Verification of the following will be necessary at the time of registration:

- ◆ Official photo identification, which may be a Driver’s License, Immigration Card, college/university or merchant-issued identification card.
- ◆ Correct mailing address, if the current address is different from the ID address.
- ◆ Signature of a parent/guardian in the case of a minor.
- ◆ Any other information deemed necessary and appropriate by the local library board, including proof of resident eligibility status.

Residents:

The following categories of patrons shall be issued resident cards without fees:

- Permanent residents of Washington County and the portion of the City of Springdale, which is in Benton County.
- Owners of property in Washington County and/or the portion of the City of Springdale, which is in Benton County.
- Students enrolled in schools, colleges or universities in Washington County.
- Persons employed in Washington County or the portion of the City of Springdale, which is in Benton County.

Minors:

Any person under the age of 18 is required to provide the approval of a parent or guardian for his/her library use. This approval is in the form of a signed Statement of Responsibility on the application form in which the parent/guardian assumes responsibility for the minor's use and selection of all library materials and services.

Non-residents:

Patrons who are not eligible for a resident library card may use any materials inside the Library without cost. Non-residents who wish to borrow materials from the Springdale Public Library will be allowed to do so by payment of an annual non-resident card fee of \$25.00.

Temporary Internet:

Adults living outside Washington County may sign up for temporary Internet use. Temporary Internet registration is valid for 30 days and requires the presentation of a driver's license or other form of official identification. After 30 days, users must obtain a Springdale Public Library card.

Cards issued at any one of the libraries in the Washington County Library System shall be honored at the Springdale Public Library.

C. Responsibility

Responsibility is with the Director.

D. Appendices

Springdale Public Library Card Application Form