

RESOLUTION 2008 - 273

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, **APPROVING THE REVISED PATRON REGISTRATION POLICY AND PROCEDURES.**

WHEREAS, the St Johns County Public Library System desires that all residents and property owners of St Johns County have free access to a library borrowers card; and

WHEREAS, the St Johns County Public Library System desires that all residents in reciprocal counties have free access to a SJCPLS library borrowers cards;

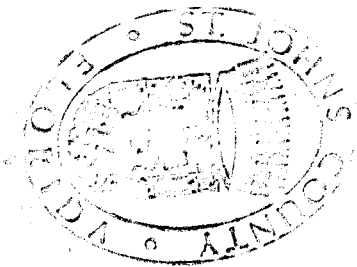
WHEREAS, the St Johns County Public Library System desires that all other non residents and non reciprocating county residents shall pay a non refundable fee of \$ 40.00 per year for a SJCPLS library borrowers card.

WHEREAS, the County has determined that accepting the terms of the revised Patron Registration Policy and Procedures and implementing said policy will serve the interest of the county.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida, that:

1. The above recitals are hereby incorporated into the body of this Resolution and are adopted as Findings of Fact.
2. The Board of County Commissioners hereby approves the terms, provisions, conditions, and requirements of the Patron Registration Policy and Procedures.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, State of Florida, this 30th day of September, 2008.



**BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA**

By: _____

Thomas G. Manuel
Thomas G. Manuel, Chairman

ATTEST: Cheryl Strickland, Clerk

RENDITION DATE _____

By: *Pam Halteman*
Deputy Clerk

Policy Title: Patron Registration**Effective Date: 6-14-00****Revision Approved by LAB: 9/12/06****Revision Approved by LAB: 9/10/08**

The St. Johns County Public Library System desires that all residents of Florida have a Library Borrower's Card. Persons who reside or own property in St. Johns County or in a Florida County that has signed a reciprocal borrowing agreement with St. Johns County are entitled to free use privileges. All library card applicants must be present to receive a library card. The Library Card entitles the cardholder to borrow any materials designated for loan purposes from any Library in the St. Johns County Public Library System for a specified period of time. Cardholders agree to be responsible for materials borrowed with their cards and for all fines incurred, loss and damage of materials charged upon them, and to abide by the library's lending rules and all policies and regulations.

Young people are encouraged to use the Library and to have cards of their own regardless of age. A person 17 years old or younger must have the signature of a parent or legal guardian to obtain a Library Card (unless the minor meets the criteria stated in Florida Statutes Chapter 743, Disability of Nonage Removed). The signing adult is responsible for all materials selected and borrowed by the child as though he or she personally borrowed the items. If the adult signing the fiscal responsibility statement has a SJC library card and his/her card is blocked, the minor will not be issued a card until the reason for the block has been satisfactorily resolved and patron privileges have been restored.

A person who does not reside or own property in St. Johns County or in a reciprocating Florida county may apply for circulation privileges by filling out a registration form and paying a non-refundable fee for a temporary full privileges nonresident card. Please note: residents of St. Johns County may borrow materials free of charge from libraries in Florida counties that have signed a reciprocal borrowing agreement with St. Johns County. Counties must sign this agreement on an annual basis. The list of current reciprocating counties is attached to this policy.

Prior to issuing a Library Card, Library staff will require photo identification, verification of current address or property ownership, and if applicable, proof of free nonresident status. A fee may be charged for a replacement card. The patron is responsible for reporting a lost borrower's card as soon as he or she is aware of the loss.

Policy Title: Patron Registration, Eligible Borrowers**Effective Date: 10-1-2008****Revision Approved by LAB: 05/17/06****Revision Approved by LAB: 09/10/08**

Staff will work with each individual applying for a Library Borrower's Card, assisting with their application, verification of ID, current address and if applicable, free nonresident status. The following forms of verification may be used:

Photo ID

Driver's License

Florida ID Card

Any valid photo ID, including passport

Current Address

Driver's License

Florida ID Card

Lease Agreement

Property Tax Receipt

Voter's ID

Utility Bill

Property Appraiser's Website

Post Card from the Library Delivered to Patron's Address

Free Non-Resident Status

County Employee ID or current paycheck stub (see #2 under Free Non-Resident)

SJC School Board current paycheck stub (see #2 under Free Non-Resident)

SJC Constitutional Offices Employee ID or current paycheck stub (see #3 under Free NR)

SJC Current Business License (see #4 under Free Non-Resident)

College ID from SJC schools listed in #5 under Free Non-Resident

Military ID (see #6 under Free Non-Resident)

The Library System has the following eligible borrower classifications:**Permanent Residents**

Any St. Johns County resident/taxpayer may register for a free library card at any St. Johns County Library. SJC library cards are non-expiring. The resident/taxpayer should present photo ID and proof of current St. Johns County address, most recent tax statement, or be listed in the Property Appraisers database as proof of eligibility.

Free Non-Resident Cards

A free non-resident is anyone who fits into one of the below categories:

- 1) Anyone who lives in a Florida county that has signed a reciprocal borrowing agreement with St. Johns County
- 2) An employee of the county or school board who resides outside the county
- 3) An employee of the SJC Constitutional Offices
- 4) Anyone who lives outside of St. Johns County but owns a business in St. Johns County
- 5) A temporary resident who is a student at the Florida School for the Deaf and Blind, Flagler College, St. Johns River Community College, First Coast Technical Institute or University of St. Augustine.
- 6) Active military personnel who are stationed in Florida

All free non-resident cards are good for one year and may be renewed as long as the cardholder can show proof of their free non-resident status at the time of renewal.

Non-Resident Fee Cards

A non-resident is a person who meets one of the following criteria:

- 1) resides outside the state of Florida
- 2) is a resident of a non-reciprocating Florida county.

A non-resident may obtain a 3 month library card by paying a \$10 fee, a 6 month library card by paying a \$20 fee, or a 1 year library card by paying a \$40 fee. The fee is determined by the County.

Institution Cards

An institution is defined as one or more persons formally organized for some purpose or activity. For more information, see the separate Institution Card Procedures.

Patron Registration Procedures

Revision Approved by LAB: 9/12/06

Revision Approved By LAB: 9/10/08

This procedure is an attempt to prepare a procedure to alleviate the concern some LAB members have that a person age 17 or younger will have difficulty obtaining a library card. The procedure would also apply to persons age 18 or older. Therefore, it is not discriminatory based on age. The procedure would be part of the Library's overall procedures to define the requirements for obtaining a library borrower's card and any exceptions to those requirements that might arise.

It is the intent of the Library to make its collection accessible to all members of the public regardless of age. The Library fully supports the Library Bill of Rights as it relates to the rights of young persons to have free access to the collection. The Library firmly believes that it is the responsibility of the parent or guardian to provide the necessary guidance to their child to select materials the parent or guardian deems appropriate.

The recommendation to require the signature of a parent or guardian on the library borrower's card for a person age 17 or younger is not proposed to restrict the access to, or circulation of, the collection. The recommendation is made to protect the ability of the Library and St. Johns County to be reimbursed for library items that are not returned. By state law, and in the opinion of the County Attorney's Office, it would be difficult to collect reimbursement for lost materials if the person signing the fiscal responsibility statement is age 17 or younger. If the person signing the fiscal responsibility statement has a SJC library card and his/her card is blocked, the minor will not be issued a card until the reason for the block has been satisfactorily resolved and patron privileges have been restored.

PATRON REGISTRATION PROCEDURES**PURPOSE:**

These procedures establish the criteria and the processes for obtaining a library borrower's card. It is the intent of the Library to satisfy the circulation needs of the members of this community by issuing borrower's cards while protecting the monetary investment made in the library collection with public and donated funds.

PROCEDURES:

1. There may be times a person applying for a library borrower's card may not be able to meet all of the necessary application requirements. Examples include, but are not limited to, a person who may not have appropriate identification with him or her or a person age 17 or younger whose parent or legal guardian is not present to sign the borrower's card. If a person does not have ID with him or her, the person cannot get a card until ID is shown. If the person has ID but the current address is not on the ID, library staff can have the person print the current address on a library postcard that will be mailed. Once received, the person brings it into the library and acquires a library card at that time. If a minor does not have a parent with him or her, then the minor may not get a library card until the parent is with them to sign permission to get the card. If the parent is with the minor but the parent has a blocked SJC library card, the minor will not be issued a card until the reason for the block has been satisfactorily resolved and patron privileges have been restored.

Policy Title: Patron Registration/Patron Responsibility

Effective Date: 8-8-95

Revision Approved by LAB: 9/12/06

Revision Approved by LAB: 9/10/08

The Library Card remains the property of St. Johns County Public Library System. The patron is responsible for all items checked out on his/her Library Cards as follows:

1. The Patron is responsible for having his/her library card with him/her at the time of borrowing library materials or using library equipment.
2. The Patron is responsible for returning items on or before the due date.
3. The Patron is responsible for returning items in the same condition that they were checked out.
4. The Patron is responsible for seeing that his/her card is used only by the authorized cardholder whose signature appears on the back of the card. If a cardholder chooses to allow other patrons to use his/her card, the cardholder remains responsible for items checked out on the card.
5. The Patron is responsible for reporting a lost or stolen card as soon as he/she is aware that the card is lost or stolen. The Patron is responsible for items charged out on the card until it is reported lost or stolen.
6. The Patron is responsible for reporting to the Library any change of name, address, email or phone number.
7. If items are not returned on time, returned damaged, or are lost the Patron is subject to fines or replacement charges.
8. The Patron is responsible for adhering to, and complying with, the Patron Code of Conduct, which is attached hereto, and incorporated herein, as Exhibit A.

Failure of Patron to abide by, and/or comply with the responsibilities listed in items 1 through 8 above will subject the Patron to forfeiture of privileges until the violation is cured, and/or resolved in a manner deemed acceptable by Manager of the Branch Library.