

Registration Policy

Eastern Shore Public Library cards are available at no charge to:

- residents of Virginia
- out-of-state residents who own real property within Accomack or Northampton county.

Others who live out-of-state must pay an annual fee of \$25.00 for a library card.

Verification of identity and residence are required to obtain a library card. Applicants must present proof of identity and current address. A photo I.D. with current address is preferred. If photo identification with current address is not available, two proofs of identity are required, at least one with current address.

- Identification can be established through:
 - any current picture identification issued by a governmental agency
 - a current driver's license
 - a school identification card
 - a Military identification card
 - a passport
 - a birth certificate
 - a social security card
- Residence is verified by:
 - a piece of mail received at current street address with a recent postmark, such as
 - a utility bill
 - a bank statement
 - a lease agreement
 - a personal check with name and current address imprinted on it
 - an address on any of the above-mentioned identification cards

Exceptions to these requirements may be made by the library director.

For registration of a child under sixteen years of age, a parent or guardian must show identification and verification of residence, sign the child's application and assume responsibility for materials borrowed. If the parent or guardian has a library card, that card should be in good standing.

Library cards expire every three years and can be renewed by showing verification of current address.

Borrowing privileges may be suspended, revoked, or denied to anyone whose current or previous record as a library borrower reveals willful or habitually careless disregard for the protection and

return of borrowed material or for the evasion of payment for assessed damage to Library property.

Replacement cards will be issued to a patron in good standing who shows photo ID with current mailing address and pays a \$1.00 replacement fee. Lost or stolen cards should be reported as soon as possible to prevent unauthorized use of the library card account.

Cards will not be replaced for patrons who have materials long overdue (over 30 days) or who owe over \$10.00 for fines or lost books.

Borrowing library materials without presenting a library card can be approved by library staff if a patron shows photo ID with current mailing address or states name, telephone number, and birth date for self.

Any patron obtaining a library card is subject to all policies in effect at the Eastern Shore Public Library.

Approved 5/04/2009