

LIBRARY CARD POLICY – Southworth Library

The Southworth Library issues library cards free-of-charge to area residents of any age under the guidelines that are listed below. They can be used in any of the libraries in the Finger Lakes Library System. One may apply for a library card at the library circulation desk.* * Individuals who otherwise meet registration requirements, but who are unable to complete forms may be assisted by anyone who is willing and able to do so (ie.- staff, parents or guardians, other family members, caregivers, counselors, or friends).

Adult Cards (age 18 and older)

- Applicants must present proof of name and current address. A driver's license, automobile registration, rent receipt, postmarked mail, checkbooks which include home address, sheriff's photo I.D., or similar documentation, are all acceptable as proof.
- Applicants must provide their street address on the registration card, even if mail is to be sent to a P.O. Box.
- A library card will not be immediately issued to the applicant at the time of registration. Library cards will instead be mailed to newly registered applicants as a means for the library to verify the mailing address of each applicant. Library cards will not be forwarded to a second address.
- Applicants may check out a maximum of 2 items the day they register.
- Adult cardholders are responsible for overdue, lost or damaged items that are checked out on their card.

Juvenile Cards (under age 18)

- Applicant and parent or guardian must be present to receive a library card.
- For applicants without proper I.D., a parent or guardian must provide proof of current address.
- Applicants must provide their street address on the registration card, even if mail is to be sent to a P.O. Box.
- A library card will not be immediately issued to the applicant at the time of registration. Library cards will instead be mailed to newly registered applicants as a means for the library to verify the mailing address of each applicant. Library cards will not be forwarded to a second address.
- Applicants may check out a maximum of 2 items the day they register.
- Parents or legal guardians of juvenile cardholders are responsible for overdue, lost or damaged items borrowed by their child. Parent or guardian must also meet the basic requirements for a library card or have a card in good standing.

Transient patrons may use library materials in-house. In certain circumstances, transient patrons may be allowed to borrow items from the library with permission from the Director or his/her designee. The library retains the right to deny a library card to those who do not meet the above registration guidelines.

Lost Library Cards – There is a \$1.00 charge for replacement.

Worn Out Library Cards – A patron turning in a “worn out” card will be issued a new card free of-charge.

Suspended Privileges – Further borrowing will be prevented if Finger Lakes Library System fines exceed \$10 or if there are more than 10 overdue items on a patron’s record.

