

Armoral Tuttle Public Library Policy

LIBRARY CARDS & BORROWING PRIVILEGES

PURPOSE

A public library collects and makes available materials for a community. This policy establishes lending periods and limits in order to maximize access for all patrons. Responsibility for all borrowed items as well as the use of the Internet rests with the library card holder and/or the parent/guardian.

LIBRARY CARDS

Individuals meeting the qualifications below may obtain a free library card by providing photo ID, proof of physical address and other documentation as listed.

1. Resident – Individuals residing within New Plymouth city limits.
2. Property Owner – Individuals and members of their household who own property within New Plymouth City limits, but reside outside city limits. A tax notice listing tax paid to City of New Plymouth must be presented.
3. Nonresident City of New Plymouth Employees - Individuals who work for the city of New Plymouth, but reside outside city limits. Proof of employment with City of New Plymouth must be presented.
4. Nonresident New Plymouth School District Staff - Individuals who work for the New Plymouth School District, but reside outside city limits. Proof of employment with the District must be presented.
5. Nonresident Friends of the Armoral Tuttle Library Group- Individuals who serve on the Friends of the Armoral Tuttle Library Board as President, Vice President, Secretary and Treasurer, but reside outside of city limits. Proof of minutes or election article showing member's elected positions title.

Individuals who reside outside the city limits may obtain a card for themselves and household members upon the payment of an annual fee of \$20.00. Photo ID and proof of physical address are required.

Minor children (under 18 years of age) shall be issued an individual card when a parent or legal guardian provides identification and proof of physical address.

All cards are renewed on an annual basis. Patrons will need to provide photo ID, current proof address, and other documentation as listed for their card type at the time of renewal.

Cards are non-transferable. The cardholder must be present for the card to be used.

Lost or stolen cards need to be reported to the library immediately.

Change in name or physical address needs to be reported to the library immediately.

Acceptable documents:

Photo ID: Driver's License, Passport, School ID or other Government issued ID

Proof of current physical address (dated in the last 30 days): Utility Bill, Lease or Rental Agreement, Bank Statement, Insurance Bill, Tax Notice or postcard mailed by the library

BORROWING PRIVILEGES

The Armoral Tuttle Public Library subscribes to the Freedom to Read Statement and the Library Bill of Rights. The Library Board maintains that parents – and only parents – have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Children will have unrestricted access to all resources of the library. Any restrictions to a child's borrowing privileges and any restrictions on access to electronic resources rests with the parent/guardian.

Information about materials borrowed or reserved will only be released to the cardholder or the parent/guardian of the cardholder.

Library card or photo ID must be presented at the time of checkout.

Loan Periods and Renewals

Item Type	Check-out Length	Limit per Card	Renewals
Audiobooks	21 Days	5	2
Books	21 Days	20	2
DVD/Blu-Ray Films	7 Days	5	1
DVD/Blu-Ray Non-Fiction	21 Days	5	2
New Adult Books	14 Days	5	1
STEM Kits	7 days	3	1