

# Library Card Terms and Conditions

Library card applications are available at the circulation desk. Photo ID must be presented to apply for a card. A copy of your ID will be kept with your application. If you do not have a photo ID at the time of application, we ask that you return within 30 days to provide one. Young Adults who are age 14 through 17 or are in the eighth to twelfth grade are not required to provide photo ID. Members of Old Order Amish and Old Order Mennonite communities are exempt from the requirement of photo ID.

In order to receive your library card you must fill out the library card application to completion. With the completion of the library card application, you are agreeing to abide by library policies.

The library will replace the library card one time at no charge. After that, a replacement card will not be issued, but the patron account will remain active.

Patrons who are age 3 through 13 will be required to fill out a juvenile application card. Juvenile borrowers will not be given a physical card with a barcode. Applications must be signed by a parent or a legal guardian for children under age 14. Parents and legal guardians are responsible for all materials borrowed on the juvenile card and all charges made against it. If the patron wishes to have access to the digital collection of the library and/or their library account, they may request a barcode number be assigned to their card. Library staff does not stand in loco parentis, and will not be responsible for guiding a minor's selections. Any book in the library may be used by anyone on the site regardless of age.

Temporary cards are available to temporary residents of Franklin County. Temporary juvenile and adult applications are available. Temporary cards have the same requirements as those listed for permanent residents. Additionally, temporary patrons must provide both their temporary and permanent address and phone number. Temporary patrons must provide the date they will be leaving the area. The temporary card will expire on that date. Typically barcodes are not issued to temporary residents. If the patron wishes to have access to the digital collection of the library and/or their digital library account, they may request that a barcode be assigned to their temporary card.

Easy Access Cards may be obtained for area residents who would like to use library resources but cannot obtain a traditional library card because they are unable to provide an address/proof of residency as required by the library. The patron will need to provide photo ID, name and contact information (phone

number and/or email). If the patron cannot provide one of these, they will be instructed to call the Outreach Department at CEFLS 518 563-5190 to make arrangements for a card.

If a patron wishes to use only the digital services online, but cannot come into the building, the library can issue a Digital Card Only over the phone. A staff member will fill out the application with the patron's information. Digital cards have the same requirements as those listed for permanent residents with the exception of providing a photo ID (not required) and signing the application (not required). The staff member will write "Digital Use Only" on the top of the application. If at any point the patron wishes to use the library card for physical items, they will need to provide a photo ID and sign the application.

First time borrowers are limited to three items.

**Adopted:** 10/18/2021

**Revised:** 5/12/2025