

## Registration

Note: “Members of the Evergreen Indiana Library Consortium will operate under uniform circulation policies and procedures. This is a condition of participation in the consortium pursuant to the Evergreen Indiana Membership Agreement and the Evergreen Indiana Executive Committee.” When a conflict exists between the NCPL policy and the most current Evergreen Circulation Policy found at the link below, the Evergreen policy must be followed.

[https://blog.evergreen.lib.in.us/?page\\_id=2770](https://blog.evergreen.lib.in.us/?page_id=2770) (Feb 12, 2019 most recent revision)

The following is taken directly from the Evergreen Circulation policy on registrations:

**1. REGISTERING A PATRON EVERGREEN INDIANA LIBRARY CARD:** An Evergreen Indiana library card is required in order to check out materials at an Evergreen Indiana Library. Library directors and managers have discretionary ability in special cases. A digital replica of the library card is also an appropriate form of identification for a patron to check out materials. Patrons of the Evergreen Indiana Consortium libraries presenting Proper Identification are eligible to receive an Evergreen Indiana library card from their home library subject to certain limitations (see below, Loss of Privileges). An Evergreen Indiana library card is not transferable. Patrons of Indiana public libraries not participating in the Evergreen Indiana Consortium may receive a library card at an Evergreen Indiana library pursuant to reciprocal borrower and other agreements. Users from non-participating Indiana libraries will not have the same privileges as Evergreen Indiana patrons and such cards may be suspended at any time without notice. Resident and Outreach cards are valid for two years. Nonresident, Reciprocal Borrower, Temporary, PLAC and Student cards are valid for one year.

**2. ELIGIBILITY FOR OBTAINING AN EVERGREEN INDIANA LIBRARY CARD:** Residents of Indiana presenting Proper Identification (see below for definition of “Proper Identification”) that establishes that the individual resides in or pays real property taxes on property owned in the library’s service area (the “library district”) are eligible to receive a green Evergreen Indiana “resident” library card. Indiana residents not residing in a library district may be eligible to purchase or otherwise obtain an Evergreen Indiana Library card as a non-resident, PLAC, reciprocal borrower or township contract user subject to the laws and regulations covering these types of cards. **Non-resident cards and PLAC cards are issued to those individuals residing outside the library district who purchase library cards with full access to library materials and services.** All other card holders: student, computer usage and reciprocal borrower cards are given limited access to services and materials. **Reciprocal borrowers, students, transitional, and computer users should be given a blue Evergreen Indiana card which indicates that their borrowing privileges are limited to the issuing library.** Applicants for an Evergreen Indiana library card must present the required Proper Identification in person at the Evergreen Indiana library that will issue the library card (see below for definition of “Proper Identification”). Property owners who do not reside in Indiana will be required to show proof of real property ownership, such as a tax bill or deed. Signing and/or taking receipt of an Evergreen Indiana library card denotes acceptance of responsibility for all fines and fees and for payment for lost or damaged materials. Patrons are advised to contact their library to report a lost or stolen library card. Patrons changing their home library designations will be asked to provide identification and proof of current address. Proof of current address may be satisfied by the presentation of Proper Identification and if necessary, one item from the Recommended List of ID which displays a current address.

**3. MINORS:** An adult showing Proper Identification may register a minor child for an Evergreen Indiana library card. Registering a minor child for an Evergreen Indiana library card denotes acceptance of responsibility for all fees, fines and payment for late, lost, or damaged materials charged on such minor’s library card. Emancipated minors will be asked to present evidence of their status to void the

necessity of the presence of a sponsoring adult. The minor child must be present during the registration process. Contact addresses should be obtained for both the minor and the sponsoring adult. The minor's home address must qualify for service. The sponsoring adult's address will be used for mailed communications. In the case that the sponsoring adult is a non-resident of the library district, libraries shall issue a "Student" profile card to the minor until the minor's address can be verified. Registering a minor child for an Evergreen Indiana library card denotes an acknowledgement and understanding that Evergreen Indiana libraries own and circulate videos, DVDs and unrated television series that may be geared toward a more mature audience and that a minor child will have access to materials for both adults and children and will be able to check out any of these materials. A "limited access" card, which prevents the user from checking out "R-rated" and "M-rated" audiovisual materials, is available for minors.

**4. PROPER IDENTIFICATION:** Proper Identification must be presented to apply for an Evergreen Indiana library card.

Proper Identification is one of the following:

- a valid Indiana Driver's License which displays a current address;
- valid Indiana State ID which displays a current address;
- current government issued photo ID (e.g., military ID, passport).
- valid identification issued by another State (e.g., Driver's License)
- valid current university or college identification (e.g., Student identification)

If the presented Proper Identification does not display a current address, the applicant must present one item from the Recommended List in addition to the Indiana Driver's License, Indiana State ID or other government issued photo ID presented as Proper Identification. The ID presented from the Recommended List must include a current address. Recommended List of ID includes:

- computer generated bank statement issued in applicant's name within the last 30 days
- computer generated utility, credit card company, doctor or hospital bill, issued in applicant's name within the last 30 days and containing address of residence
- Medicaid or Medicare benefit statement issued in the applicant's name within the last 30 days
- Change-of-address confirmation from the United States Postal Service showing prior and current address of residence (a P.O. Box is not acceptable as a residence address)
- apartment lease signed within the last 30 days property tax receipt issued in applicant's name

**Additional NCPL information:**

**5. Resident:** Any resident or tax paying non-resident of the library district is eligible to receive a library card at no cost and such right shall not be denied or abridged because of his/her age, sex, race, religion, national origin, or social or political views.

**6. Non-Residents:** Any non-resident of the Noble County Public Library taxing district is eligible to receive a library card for a set fee. The minimum fee that the Board may set is the greater of the following:

- The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana State Library's annual "Statistics of Indiana Libraries".
- Fifty Dollars (\$50)

7. **No Fee cards:** The Library Board will not charge a fee for a local non-resident library card that is issued to an Indiana resident who is a:

- **Student** enrolled in a public school corporation which is located, at least in part, in the NCPL taxing district but does not live in the NCPL district.
- **Teacher** actively teaching in a school within the library district.
- **Child** receiving foster care services.
- **Library employee** of NCPL.

8. **PLAC-Public Library Access Card:** Pursuant to Indiana Code 4-23-7.1-5.1, the Noble County Public Library will participate in the PLAC program as set forth by the Indiana State Library. The PLAC card will allow individuals to borrow items from any public library in Indiana. The fee for the PLAC card will be established by the State annually.

9. **Reciprocal Borrowing:** Registered customers with a valid Noble County Public Library card may borrow items from other Indiana libraries listed on the reciprocal borrowing list maintained by the Indiana State Library (Library Development Office) and in turn, customers with a valid library card from these same libraries may obtain a special library card and check out materials from the NCPL. This list of libraries is available at the circulation counter. Some libraries restrict non-resident borrowing to certain items. Those restrictions are annotated on the list mentioned.