

REGISTRATION POLICY OF JERVIS PUBLIC LIBRARY

Jervis Library issues library cards to any Mid-York Library System service area resident who desires a card and who meets the Eligibility and Identification guidelines. The library Board of Trustees and staff are protectors of a portion of the public trust and, as such, strive to issue library cards to responsible persons only. Jervis Library retains the right to deny a library card to those who do not meet registration guidelines. Individuals who cannot abide by Jervis Library rules and policies may have their privileges suspended or revoked.

ELIGIBILITY AND IDENTIFICATION

Adult Cards (general guidelines) - All adults and students (18 years of age or older) residing in the System area (Oneida, Herkimer, and Madison counties) are eligible for adult cards. All applicants for adult cards must present proof of name and current address: a driver's license, automobile registration, rent receipt, postmarked mail, report cards or checkbooks which include home address, sheriff's photo I.D., or similar documentation, are all acceptable as proof. Applicants must provide street address, even if applicant wishes mail sent to a P.O. box. (Note that data will be entered so that mail, such as overdue notices, will be sent to P.O. box, if applicant so desires.) Applicants are asked to complete the application form with social security number and to write their name legibly on their library card. If they are unable to do so, and so inform staff, they may be assisted by Jervis staff, accompanying friend, or family. (See paragraph on Patrons with Disabilities below for additional guidance.)

Juvenile Cards (general guidelines) - All children under 18 years of age who reside in the system area and who can print or write their first and last names on the application form are eligible for juvenile cards. A parent's or legal guardian's signature is required on the application form. For minors without photo I.D., a parent or legal guardian must provide proof of current address (see acceptable forms of proof in above paragraph).

Parents are the best judges of their children's abilities. Therefore, we have no specific age guidelines. Most children receive their own cards between the ages of 5 and 7 years. All adults are permitted to borrow juvenile items on their cards (in addition to adult items), so there is no urgency in obtaining a card for a child. Cards are not issued to infants and toddlers.

Parent, legal guardian, teacher, or staff may assist children in signing the application or library card. Parents and legal guardians are responsible for overdue, lost, stolen misplaced or damaged items borrowed by their minor child or children. For those who are unable to sign their names, see Patrons with Disabilities; as well as the following notes.

Note Regarding Child's Signature - Jervis Public Library believes that obtaining a library card is a significant event for a child. Possession of this card enables the child to share with others a portion of the public trust. All cardholders are expected to use the library and its holdings in a responsible manner. The child's willingness and ability to "sign" his name is seen as a modest manifestation of his ability to recognize, and his willingness to accept responsibility. This ritual is common in public libraries throughout the United States, and is not intended to deny any child access to our collection. *Parents wishing to have this requirement waived may do so.*

Note Regarding Parent's or Legal Guardian's Signature for Minors - All forty-three member libraries of the Mid-York Library System require a parent's or legal guardian's signature on youth card applications for children under age 18 years. The child, if able, is required to sign, too. Parents and legal guardians are legally responsible for their minor children up to age 18 years. Requiring parental/legal guardian signatures on library card applications up to age 18 is consistent with responsibility. (See page 2, Patrons with disabilities, for assistance for those unable to sign.)

The signature requirement impacts issuance of the library card only. It is not related to the circulation of, nor use of, materials; nor to children's use of the library and its resources. It places the responsibility more clearly where it belongs: with parents or legal guardians. The parent or

legal guardian is acknowledging his/her legal responsibility for the child by signing the application and, therefore, issuing permission for the child to acquire her/his own card, with all the responsibilities that entails.

Children's parents and guardians are responsible for their minor children's selection of library materials, as well as use of the library and all the library's resources. (See such policies as *Internet Access Policy*, *Free Access to Libraries for Minors*, *Library Bill of Rights*, *It's About Choices*, etc.

Patrons With Disabilities (general guidelines) - Staff will make every effort to assist patrons with disabilities or handicapping conditions. The library supports and complies with the spirit and stipulations of the NYS Human Rights Law and the federal Rehabilitation Act of 1973, as amended to include the Americans with Disabilities Act of 1990. Adults and children who otherwise meet registration requirements, but who are unable to write their names and/or fill out forms because of disability, handicap, or illiteracy, may be assisted by staff, parents, guardians, caregivers, counselors, family, or friend.

Patrons with disabilities, including those served by the DDSO, who are attended by and/or in the care of therapy aides, counselors, guardians, or other caregivers may be assisted in the registration process: caregivers are requested to sign the "care of" portion of the application. (Caregivers may charge books out on their own cards for their clients if they choose to do so. In these cases, the caregivers should be reminded that they will be held responsible for lost books and fines.) Mentally and developmentally disabled or handicapped persons who are unaccompanied and who meet our registration requirements are registered through the usual process. If necessary, these individuals are permitted to sign the application form with an "x", or to forego the "signature" requirement. Staff will then write in applicant's name and initial card.

Homebound or bedridden persons, including residents of health-related facilities and nursing homes, may be registered by requesting an application via telephone or family/friend/caregiver. Applications may be mailed or delivered by family/friend/caregiver. Applicants who are unable to complete the application may be assisted. Their caregiver may sign the "care of" portion of the application. If a caregiver prefers to bring applicant's I.D. to the library, he may obtain a library card for the applicant providing the caregiver signs the "care of" portion of the application, and provides his own acceptable I.D. Applicant, caregiver, or staff may write the registrant's name on the library card.

Deposit Borrowers - Deposit borrower privileges are available to residents of New York State who live outside the system service area. Upon presentation of identification, student teachers, tourists, military personnel on temporary assignment, transients or persons living in hotels, campers, and other temporary visitors to our service area may borrow a maximum of one book under our "Deposit Borrowers" program. Persons must deposit, in cash, the price of the book, which will be refunded upon return of the book. Checks are not acceptable. Depositor's current and permanent addresses are recorded. A librarian or supervisor may grant other in-house library privileges (such as computer room use) pending individual review.

NOTE: Supervisors may make occasional exceptions to the Mid-York System and/or New York State residency requirement after discussion with the patron. Patron must provide appropriate identification. In the case of persons working in Rome, who reside outside the System area, work place information is entered into the person's data base record.

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http://www.midYork.org/jervis/policies/Registration_Policy
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