

CIRCULATION POLICY

BORROWER'S CARD REGISTRATION

1. New Cards - Adults (18 years and over) must be residents of the City of Salem, own property inside the city limits or pay a county residents fee of \$50.00 a year / \$25.00 for six (6) months. The applicant must present proof of identity and residency or ownership of property and fill out an application card. The most common types of proof are a driver's license, voter's registration card, tax receipt, or a utility bill, but other proof is acceptable.
2. New Cards - Children (17 years and under) must have a parent or legal guardian sign a waiver/informed consent form in the presence of a librarian to receive an individual card. [see Appendix D Waivers]. The parent/guardian must meet the requirements of an adult card.
3. Replacement of a lost card - Replacement of lost cards may be obtained for a fee of \$1.00. Replacement of lost cards will be laminated at no cost to the individual.
4. Agency/Business - An agency or business may have a company library card to be used by clients (nursing homes or churches) or employees for business research. A responsible person of the agency or business (owner or director) must apply for the card.
5. The Library Director may deny service to any person for failure to return borrowed items, for refusal to pay fines, for destruction of library property, or for objectionable conduct in the library. In any of these cases, the Director's decision will be final unless the Library Board of Trustees, in reviewing a case, reverses the decision.