

**Subject: Registration of Patrons**

**Purpose:**

To make the resources of the public library available to individuals.

**Policy:**

Montgomery-Floyd Regional Library System library cards are available at no charge to:

- residents of Virginia
- out-of-state residents who own real property within Montgomery or Floyd County
- out-of-state residents who attend school in Montgomery or Floyd County or the City of Radford
- out-of-state residents who are employed in Montgomery or Floyd County
- out-of-state residents who have made single gifts of \$500 or larger to the MFRL Foundation.

Others who live out-of-state must pay an annual fee of \$25.00 for a library card.

Verification of identity and residence are required to obtain a library card. Applicants must complete a registration form and present proof of identity and current address. A photo I.D. with current address is preferred. If photo identification with current address is not available, two proofs of identity are required, at least one with current address and one with a photo.

- Identification can be established through:
  - any current picture identification issued by a governmental agency
  - a current driver's license
  - a school identification card
  - a military identification card
  - a passport
  - a birth certificate
  - a social security card
- Residence is verified by:
  - a piece of mail received at current street address with a recent postmark, such as
    - a utility bill
    - a bank statement
    - a letter
  - a lease agreement
  - campus housing form from VT/RU
  - a personal check with name and current address imprinted on it

College students must verify and record both their permanent address and their local address on their applications.

Out-of-state residents must also show proof of local connections to Montgomery or Floyd County, such as:

- a current paid tax receipt
- a school identification card or a copy of his/her current class schedule
- a pay stub, business ID, or other proof of employment in Montgomery or Floyd County

For registration of a child under 18, a parent or guardian must show identification and verification of residence, sign the child's application and assume responsibility for materials borrowed. If the parent or guardian has a library card, that card should be in good standing.

Library cards expire every two years and can be renewed by showing verification of current address and other identification used to establish eligibility.

Borrowing privileges may be suspended, revoked, or denied to anyone whose current or previous record as a library borrower reveals willful or habitually careless disregard for the protection and return of borrowed material or for the evasion of payment for assessed damage to Library property.

Replacement cards will be issued to a patron in good standing who shows photo ID with current mailing address and pays a \$1.00 replacement fee. Lost or stolen cards should be reported as soon as possible to prevent unauthorized use of the library card account.

Borrowing library materials without presenting a library card can be approved by library staff if a patron shows photo ID with current mailing address or states name, telephone number, and birth date for self.

Reciprocal Borrowing Privileges are available at all public libraries of the New River Valley (the New River Public Libraries Cooperative [NRPLCoop]) at no charge to any resident of:

- City of Radford / Radford University
- Craig County
- Floyd County
- Giles County
- Montgomery County
- Pulaski County

Registering for a NRPLCoop library card at a Montgomery-Floyd Regional Library Branch in Blacksburg, Christiansburg, Shawsville, or Floyd, will begin the process. The patron may then register, using the same card, at libraries in Radford, Pearisburg, Narrows, Pulaski County and Craig County and use those libraries if they so desire.

**Attachments:**

- Library Card Application

**References:**

- None

**Approval:**

Montgomery-Floyd Regional Library Board of Trustees

November 15, 2000; revised June 18, 2008, April 18, 2012, April 20, 2016; May 16, 2018.

May 16, 2018



---

Date

Alison Armstrong, Chair



## Application for MFRL Library Card

For staff use only: Card Number: _____ Staff Initials _____
---

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Birth date (mm/dd/yyyy) \_\_\_\_\_ Driver's License Number \_\_\_\_\_

Address \_\_\_\_\_  
*Street*

*City*

*State*

*Zip*

Your permanent address if different from above (College Students)

*Street*

*City*

*State*

*Zip*

Email \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

(pre-due notices, holds, event information)

For the Cardholder:

- \* I agree to be responsible for the library materials, fines, and fees charged to this card.
- \* I agree to follow all library policies and procedures with regard to my use of the library, its equipment, and its materials.
- I am this minor's legal guardian.

\_\_\_\_\_  
*Signature/Parent's Signature( if under 18)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name of Parent / Guardian*

\_\_\_\_\_  
*Relationship to Child*

Rev. 9/13