Subject: Registration of Patrons and Library Cards

Purpose:

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

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
- institutions in the New River Valley

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

Verification of identity and residence are required to obtain a library card.

Library cards expire every two years, unless noted below. Library cards can be renewed by verification, in person or by telephone, of current address and/or 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.

CHILDREN'S LIBRARY CARD

> For registration of a child under 18, the child must be present, and a parent or guardian must show identification and verification of residence and sign the child's application. Parents/guardians are responsible for materials borrowed by children. According to the provisions of the Virginia Freedom of Information Act (§ 2.2-3705.7.03), access to library records, including borrowing records, of patrons under 18 years of age shall not be denied to the parent, including a noncustodial parent, or guardian of such library patron.

NEIGHBOR LIBRARY CARD

MFRL believes that persons who are currently unable to verify a permanent address are neighbors in our community, and are eligible for a Neighbor Library Card. Neighbor Cards are good for 60 days, and patrons may have up to three (3) physical items checked out at one time. Neighbor Cards may be used to access all MFRL e-resources and public computers. Verification of identity is required to obtain a Neighbor Card. A photo I.D. is preferred, but if it is not available, another proof of identity is required. Neighbor Cards may be renewed when necessary with verification of identity.

INSTITUTIONAL LIBRARY CARD

Institutional Library Cards are available to institutions, such as schools, assisted living facilities, and day care facilities in the New River Valley. An Institutional Card may be issued to individual classes, but the application must be signed by the principal or director. The card may not be used by staff for personal use. Privileges may be revoked if the Institutional Card is abused in any manner. Abuses may include, but are not limited to, personal use of the Institutional Card, failure to pay for a lost or damaged item, and failure to return items on time. Institutional Library Cards expire every year and can be renewed by completing a new institution card application.

RECIPROCAL BORROWING WITH NEW RIVER PUBLIC LIBRARIES COOPERATIVE

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.

ONLINE CARD REGISTRATION

Any eligible person may register for a card using the Online Registration form on the library's website. Online registrants may checkout and use digital resources, and place up to 5 hold requests on physical material (books, DVD's, audiobooks on CD, etc.). To check out physical material, online registrants must visit a library branch and verify their identity and residence to obtain a permanent library card. Online registrations are valid for 30 days.

Attachments:

- Application for MFRL Library Card
- Institutional Library Card Application
- List of Acceptable Identification for Library Card Registration and Renewal

References:

- MFRL 104: Confidentiality of Library Records
- MFRL 108: Fees for Service (Fee schedule)

Approval:

Montgomery-Floyd Regional Library Board of Trustees
August 19, 2020

August 19, 2020
_____

Date   Natalie Cherbaka, Chair

Montgomery-Floyd Regional Library

Library Card Application

First Name _____   Preferred Name _____

Middle Name _____   Birth date (mm/dd/yyyy) _____

Last Name _____

Address _____
_____ Street

_____
_____ City _____ State _____ Zip

Email _____

Phone (_____)_____   Text (_____)_____

Notifications You can receive Reminder, Hold Available, and Overdue notices by Email, Phone, or Text

Email	Phone	Text	Choose your preferred contact method for each (ONE per row)		
☐	☐	☐	Reminder notices	Sent three days and one day before due date	*optional*
☐	☐	☐	Hold notices	Sent when your requested item becomes available for pickup	*required*
☐	☐	☐	Overdue notices	Sent one week and two weeks after due date	*required*

Library News and Events Each branch sends out an email newsletter about once a week   *optional*

I would like to receive Newsletters from: Blacksburg ☐   Christiansburg ☐   Floyd ☐   Meadowbrook ☐

☐ I agree to be responsible for the library materials 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.

_____   _____
Applicant Signature   *Date*

_____
Parent Signature (if applicant is under 18)

_____   _____
Printed Name of Parent / Guardian   *Relationship to Child*   Rev. 11/2022

SAMPLE APPLICATION   4

Montgomery-Floyd Regional Library

Institutional Library Card Application

Name of Institution _____

Address _____
_____Street_____

_____
_____City_____State_____Zip_____

Contact Person _____ Title _____

Contact's Email _____

Contact's Phone (_____)_____ Text (_____)_____

Preferred Method for administrative contact: ☐ Phone   ☐ Email

Notifications You can receive Reminder and Hold Available notices by Email, Phone, or Text

Email	Phone	Text	Choose your preferred contact method for each (ONE per row)	
☐	☐	☐	Reminder notices Sent one day before due date	*optional*
☐	☐	☐	Hold notices Sent when your requested item becomes available for pickup	*required*
☐ Use Contact Person's information for Notices				
☐ Use alternate Phone / Text / eMail for Notices: _____				

List additional authorized borrowers; use back of form if necessary

Borrower _____ Title _____

Borrower _____ Title _____

Borrower _____ Title _____

As the official representative of this organization, I authorize any of the above to borrow library material for the use of the institution's population. The institution accepts full responsibility for all materials borrowed on the card. I understand we will be charged for materials that are lost or damaged.

Authorized Person _____ Title _____

Signature _____ Date _____

Rev. 11/2022

Montgomery-Floyd Regional Library
List of Acceptable Identification for Library Card Registration and Renewal
August 19, 2020

Expired identification documents can only be used to establish identity, not to establish residence.

To establish identity and current residence:

- Valid Virginia Driver's License with current residence address
- Valid Virginia DMV Identification Card with current residence address
- Valid official Driver's License or ID Card from other U.S. states or territories with current residence address
- Current Student ID from Virginia Tech, Radford University, or New River Community College

OR, any item from EACH of the following two lists:

Name Verification – Current Photo ID, including but not limited to:	Address Verification (must include name and residential address):
Passport, issued by the United States or other government	Mail postmarked within the last 30 days
Permanent Resident Card (a.k.a. Green Card)	Shipping label from mail or other delivery service
Military ID	Current utility bill within last 30 days
Other school-issued Student ID	An imprinted bank check or deposit slip
Employee ID Card	Current rent receipt, lease agreement, or mortgage statement (confirming 30 day occupancy)
Out-of-state Driver's License	Bank statement (current within 30 days)
Credit Card with Photograph	Paycheck statement (current within 30 days)
Other government issued Photo ID	Consular ID card with current residence address
Letter from social services agency serving Montgomery and/or Floyd County	

Display of Address Verification document on a digital device is generally acceptable as proof of address.

Verification of Employment

Out-of-state residents who are employed in Montgomery or Floyd Counties will need proof of employment to establish eligibility in addition to identity and address proof.

Renewal of Library Cards

Renewal of expired cards requires either identification as described above, or verification of information contained in the patron's library card record (date of birth and/or PIN).