

BROOME COUNTY PUBLIC LIBRARY POLICY & PROCEDURE MANUAL	SECTION	Public Services	POLICY # 3000-0
	EFFECTIVE	August 8, 2024	
	SOURCE	BCPL Board of Trustees	
	SUPERCEDE	June 5, 2014	

BORROWER REGISTRATION POLICY

1. ELIGIBILITY

- a. Library cards are free to anyone who wants to use the Broome County Public Library, regardless of where they live.
- b. To be eligible for a BCPL library card, adults must show a form of identification listed below.
- c. A parent's or guardian's identification and signature is required for children under 13. The child and parent or guardian must be present during the registration process.
- d. Youth 13 and over must show a form of identification if they choose to register for a library card without a parent or guardian.
- e. All BCPL library cards expire and need to be renewed after three (3) years.
- f. BCPL honors valid library cards from other members of the Four County Library System for all physical collections and most electronic resources.

2. IDENTIFICATION

- a. The following forms of I.D. are acceptable to verify a potential borrower's identification:
 - i. driver's license/permit (any state)
 - ii. interim license
 - iii. passport
 - iv. birth certificate
 - v. social security card
 - vi. green card
 - vii. insurance card
 - viii. automobile registration
 - ix. automobile insurance
 - x. sheriff's ID
 - xi. military ID
 - xii. prison discharge ID
 - xiii. prison discharge forms
 - xiv. credit/debit card
 - xv. EBT card
 - xvi. check book
 - xvii. lease agreement
 - xviii. pay stub
 - xix. school ID
 - xx. report card
- b. Binghamton University students living on campus must provide a valid form of identification along with their assigned BU Box number.

3. RENEWAL

- a. A patron's library card expires every three (3) years. Upon expiration, all fees must be cleared. The borrower must also show their library card. If the borrower does not have their library card, the first replacement card is free. Any library card replacement thereafter requires a \$1.50 fee.

- b. When a borrower cannot produce a card or pay all fines below \$5.00, one-day borrowing privileges can be granted by overriding the renewal process. This waiver is on a one-time basis. Note of such will be made on the patron's record.
- c. No Library card renewals may occur if a patron has not returned or paid all fees.

4. INTERNET

- a. A library card or temporary guest pass is required to access or print from the Internet.
- b. Temporary guest passes for internet access may be acquired at the Circulation Desk. Temporary passes are good for the day and are issued for 90 minutes. A form of identification must be shown to receive a temporary guest pass.
- c. Internet printing from a temporary guest pass or library card is available at \$.15 per black and white page or \$.50 per color page at the Self-Service Station near the Circulation Desk.
- d. The library card also performs like a debit card and patrons may place up to \$50.00 on the library card at the Circulation Desk. Printing can occur at one of the two print stations on the first floor of the library. \$.15/\$.50 per print will be removed from the library card at the time of printing.
- e. The library does not refund money that has been placed on the library card for printing.