

POLICY FOR REGISTERING NEW BORROWERS

- A. Bartholomew County residents and persons who own real property (real estate) in Bartholomew County receive free library service from BCPL.
 - (See Borrowers Policy: Residency)
 - (See also Borrower Policy: PLAC Borrowers)
 - (See also Borrower Policy: Teacher Borrowers)
- B. Edinburgh residents, whether living in Bartholomew County or Johnson County, receive free library service from BCPL.
- C. To register for service, a new borrower who is 18 years of age or older must show identification including his/her current address.
 - 1. This identification can include, but is not limited to:
 - Driver license or other photo ID; Passport; Utility bill; Tax bill
- D. To register for service, a new borrower who is 13 to 17 years of age must show identification.
 - 1. This identification can include, but is not limited to:
 - Driver license; School ID; Other photo ID
- E. To register for service, a new borrower who is less than 13 years of age must have the signature of a parent or guardian.
- F. The borrower card is mailed to the new borrower to verify the address.
- G. A new borrower who are waiting for his/her borrower's card to be mailed can check out two items.
 - 1. Exception: No video cassettes or DVDs.
- H. When an item is returned, another item can be checked out before the borrower's card has been received.
 - 1. Exception: No video cassettes or DVDs.
- I. A borrower who is already on file but is requesting a new borrower's card is NOT subject to the new borrower restrictions. These re-registering borrowers include:
 - 1. 13-year-olds moving from Child to Teen status.
 - 2. 18-year-olds moving from Teen to Adult status.
 - 3. Persons changing between PLAC and resident status.
 - 4. Persons needing replacements for lost , stolen, or damaged cards.
- J A student who visits the library with his/her class and applies for a borrower's cards is subject to the same restriction as other new borrowers.