

REGISTRATION

1. All residents, as defined in the policy on “Residency,” are entitled to register for and receive a Davis County Library card, subject to the provisions of this policy.
2. Residents may register for and receive library cards free of charge. Residents will be charged fees only for replacing lost and damaged cards, as established in the appropriate policy.
3. In order to register for a library card, individuals are required to provide proof of identification and or residency. Two forms of identification are required, one of which will be a photographic identification, such as a driver’s license. Proof of residency will be current, and will include the name of the individual and his or her address. A post office box number may be used for mailing purposes, but is not sufficient as proof of residency. The following types of documents may be used to prove residency: driver’s license, check book, current utility bills, letters which have been delivered within the past sixty (60) days through the United States Postal Service and property tax notices. Verbal confirmation of address, made by family members, friends, employers or others, in person or by telephone, does not constitute proof of residency for the purposes of this policy. When a card is replaced after being lost or destroyed, the staff will take appropriate measures to verify that the individual replacing the card is the individual to whom the account is registered, and may require re-verification of identification or residency at that time.
4. Individuals 18 years of age or older may register for library cards for themselves, for their children, and for others for whom they have legal guardianship or custody. An individual under 18 years of ages may register for a library card only: a) if he or she is an emancipated minor as defined in Utah State Code, Annotated, 15-2-1, which states, “The period of minority extends in males and females to the age of eighteen years; but all minors obtain their majority by marriage;” or, b) if the individual has been declared emancipated by a court of competent jurisdiction in accordance with Utah State Code, Annotated, 78-3a-1001 through 78-3a-1005. The Library also recognized minors emancipated in accordance with laws of other states upon presentation of adequate documentation.
5. Parents and legal guardians may register their children under the age of 18 for either full-access or selected-access cards. A full-access card allows checkout from any of the circulation collections in the library. However, parents may choose to apply a Parent Initiated Limitation with the full-access card which prohibited the following: a) the checking out of videocassettes and DVD’s which are voluntarily rated by the film industry as “R” or unrated foreign films; b) access to the Internet except on PCs which are equipped with content-filtering software selected by the Library [activation of this restriction will be contingent upon installation of software which will facilities its implementation and the adoption of policies and procedures to guide its enforcement]; and c) additional categories of materials which may in the future be added to the Parent

Initiated Limitation option by the Library Board of Directors.

A selected-access card allows checkout from only the children's or young adult collections. Parents may change their children's cards from one type to the other without charge. The Library will replace a child's lost card without an additional signature from the parent so long as the child's account remains open and his or her checkout privileges remain valid. In order to close a child's account, a parent must notify the Library to do so. Following such notification the child's card and account will be deleted from the circulation system and no additional cards will be issued to that child unless a new registration is completed and signed by the parent.

6. An individual will be denied registration for a library card if his or her immediate family—including spouse, children who accrued fines while under the age of 18 and children who remain under the parent's guardianship past the age of 18—have fines and charges with the library totaling \$150 or more. However, an individual will not be held accountable for fines accrued by an ex-spouse or, following a divorce or legally recognized separation, for fines accrued by children not within his or her legal custody.

7. When family arrangements occur which are not defined in this policy, the Director will determine registration and requirements and limitations after giving due and fair consideration to the circumstances involved.

8. Non-residents, who are residents of the State of Utah, may register for a Davis County Library card for \$35 for one year. The non-resident fee entitles the registrant to one account, and one card; one additional card on the same account with the same expiration date, may be purchased for a fee of \$1.

9. Patrons who are responsible for debt evidenced by unreturned library materials which debt is included in a legal declaration of bankruptcy may have limitations imposed on their borrowing privileges by the Director. The limitations will have the sole purpose of decreasing the exposure of the library to further losses of materials, and will be lifted when the Director is satisfied that such exposure is minimal.

10. Out of State residents are limited to checking out two items at a time. They are further required to leave with the library a cash deposit equal to the price of each item as listed in the library's database plus \$4.00 per item. The deposit will be refunded upon return of them items, minus any charges assessed in accordance with the library's standard circulation policies. In addition to these stipulations, the non-resident fee will be charged upon the third use of this privilege by a patron in any 12 month period.

Approved by Davis County Library Board April 28, 1992; revised April 25, 1997; revised September 26, 2000; revised July 16, 2002, revised June 20, 2006

Table 1: Options for Parent Initiated Limitations on Circulation Privileges		
Options	Checkout limits	
Child may check out from Library's full collection	10	35
Child may check out Children's materials only	10	35
Child may check out Children's and Young Adults materials only	10	35
Child may check out all materials except videocassettes voluntarily rated by the film industry as at a restriction level of R or higher, and unrated foreign films; additional restrictions may be added to this category in the future	10	35
Child may check out all materials except videocassettes of any rating level in any collection	10	35
Child may check out all materials except for recorded books and videocassettes from the Adult collections	10	35

Approved by Davis County Library Board June 20, 2006.