

LIBRARY CARD REGISTRATION POLICY



DURHAM COUNTY
Library

APPLICABILITY: This policy applies to all Durham County Library cards.

PURPOSE: The purpose of the Library Card Registration Policy is to establish eligibility requirements and guidelines for receiving a Durham County Library borrower's card.

POLICY: Durham County Library offers the following types of borrowing privileges:

Full Privileges:

Full privilege cards may check out books, use library technology, book meeting and study rooms, and reserve interlibrary loans.

1) Resident:

- Adult 18 years of age or older with proof of current address in Durham County
- Adult with proof of ownership of real property or business in Durham County
- Juvenile from birth through 17 years with a current address in Durham County and a parent or legal guardian present to accept responsibility. Juvenile must be present for registration.
- Cards expire every three years, and customer data is deleted after three years of inactivity.
- *Loan limit: 50 items; Holds limit: 10 items*

Acceptable forms of ID for resident borrowing privileges:

- Photo ID, which includes driver's license, passport, matricula consular, or employment ID; and
- Proof of current Durham County address, including but not limited to a utility bill, lease agreement, printed checks, any post-marked piece of business or personal mail, if the Durham County address is not on the Photo ID. This proof may be an electronic document.

2) Non-Resident:

- A library user who is not a resident of Durham County and who does not qualify for temporary borrowing privileges can purchase a non-resident card.
- *Non-resident cards are \$45 and are valid for one year.*
- The fee will be waived for current Durham employees who present their County or City ID.
- The fee will be waived for current Durham Public School employees who present their DPS ID.
- *Loan limit: 50 items; Holds limit: 10 items*

Limited Privileges:

Limited privileges cards have only partial checkout or computer privileges. They cannot book meeting or study rooms or reserve interlibrary loans.

1) Computer Use Only Card:

- Customers with valid identification can be issued a computer use only card. This card allows the customer to use a computer.
- The card is valid for one year and can be renewed annually.
- *Loan Limit: 0 (No items may be checked out.)*

2) Temporary Adult Card (Age 18 and over):

- A temporary Durham County resident with acceptable photo ID and proof of temporary residence in Durham County may be issued a temporary card.
- A non-resident student enrolled in an academic institution in Durham County with acceptable photo ID and proof of enrollment or a current student ID may be issued a temporary card. A student living off campus in Durham County is considered a resident, if the student can provide acceptable forms of ID required for residents, and can receive an Adult resident card.
- Temporary adult cards are valid for one year but can be renewed annually.
- *Loan limit: 10 items; Holds limit: 10 items*

3) Temporary Juvenile Card (Age birth – 17):

- A juvenile living in Durham County who is unaccompanied by a parent/guardian or whose parent/guardian is unable to provide identification may be issued a temporary juvenile card.
- A juvenile who is a non-resident but attends a private or charter school in Durham County may be issued a temporary juvenile card with proof of current enrollment.
- Temporary cards may be changed to full resident borrowing privileges when parent/guardian presents identification with current Durham County address.
- Temporary juvenile cards are valid for one year but can be renewed annually until the juvenile turns 18.
 - The card will automatically expire on the juvenile's 18th birthday or within one year, whichever comes first
 - *Loan limit: 5 items; Holds limit: 10 items*

4) SLAM ID (Durham Public School Students):

- Students attending Durham Public Schools can use their Student ID number as a library card number.
- *Loan limit: 5 books; Holds limit: 10 books*
- *(Excluded from borrowing, CD, DVDs, TV DVDs, and other non-print materials).*

5) Temporary Online Card:

- Durham County Residents without a library card may complete a form on the Durham County Library website to receive a temporary online card number.

- Can be used to check out ebooks and e-audiobooks from Libby/OverDrive, access most online resources, and place holds on physical items.
- To check out physical items, access the hoopla collection, use library computers, or reserve meeting or study rooms, temporary online cardholders will need to visit a Durham County Library location to convert their account to full borrowing privileges. The card number is valid for 30 days and cannot be renewed.

Outreach and Institutional Privileges:

Certain card types are issued in the course of outreach and/or to institutions. Interlibrary loan services are not available for these card types.

1) Institutional Borrowing Privileges:

- Issued only by the Circulation Manager or Location Manager at each location and the Bookmobile staff at the institutions they visit.
- Institutional organizations in Durham County are eligible to register as borrowers and will be considered on a case-by-case basis.
- Institutions may include: childcare facilities, charter schools, preschools, prisons, rest homes, hospitals, agencies of Durham County Government, and other nonprofit agencies.
- An institutional card may book meeting and study rooms.
- The card is valid for one year and can be renewed annually. Institutions can have up to three cards per group.
- Requires completion of "Institutional Borrower's Application" by the institution's owner, fiscal agent, or treasurer.
- *Loan limit: 100 items per card; Holds limit: 25 items*

2) OASIS (Older Adult and Shut-In Service) Individual Borrowing Privileges:

- An individual who is a resident of Durham County and who is unable to visit a library location due to age, illness, or disability.
- OASIS Individual cards are authorized by the OASIS staff and are valid for one year.
- OASIS cards cannot reserve interlibrary loans.
- *Loan limit: 50 items; Holds limit: 10 items*

3) OASIS Institutional Borrowing Privileges:

- Retirement communities, senior centers, and extended care facilities are eligible through the OASIS program.
- The institution accepts fiscal responsibility for borrowed materials.
- The OASIS Institutional card is authorized by the OASIS staff and valid for one year.
- *Loan limit: 100 items; Holds limit: 25 items*

A person may have only one library card and only one account at a time. DPS students may have a SLAM ID and a Juvenile card.

Replacement library card: \$1

Renewing Expired Cards

A patron can use the library's online portal or visit any library location and show photo ID and proof of address to renew a full privileges card. Juvenile cardholders must visit a library location and show photo ID and proof of address to update to an adult card, when they turn 18 years old. With the exception of SLAM cards, limited privilege cardholders must renew in person as well. More information about account renewal [is available on the library's website](#).

LEGAL REFERENCE

General Statute 153A, Article 14

RESPONSIBILITY

It is the responsibility of all Library staff to fully understand this policy and to ensure fair and equitable application. It is the responsibility of the Deputy Director, with the advice of the Board of Trustees, to interpret, monitor and recommend updates to the policy. The Library Director is the final authority regarding enforcing this policy.