

# **BAY COUNTY LIBRARY SYSTEM**

## **Library Card Registration Policy**

When making application for a new library card a photo ID, such as a driver's license or state card, with current address is preferred. Depending on circumstances, other documentation such as a checkbook, bill from a utility company, or student identification may be accepted. When an address requires verification, library staff may ask an applicant to bring in a postcard after it has been mailed to the address in question. A parent's signature must accompany a library card application for a minor under the age of 18.

Types of cards and access definitions -

Resident cards – Bay County residents enjoy full access to all collections.

Non-resident cards with reciprocal borrowing through the VLC consortium – patrons are welcome to check out physical books, audio and visual, but no special collections, downloadables, or streaming services.

Non-resident cards without reciprocal borrowing through the VLC consortium – patrons are welcome to check out physical books, audio and visual, but no special collections, downloadables, or streaming services. These cards cost \$50 per person per year.

Temporary address cards – patrons are welcome to check out up to three physical books, audio, or visual, but no special collections, downloadables or streaming services.

Temporary online cards – patrons receive a temporary card online that can be used for downloadable and streaming services. As soon as resident address is verified, a full use card is mailed to them and can be brought back for activation.

Corporate cards – a business may use the card to check out items for that business. The business assumes the responsibility for items checked out by anyone in their business.