ANDERSON PUBLIC LIBRARY
LIBRARY CARD ISSUING POLICY

Anderson Public Library cards provide access to materials and resources that support lifelong learning, discovery, and enjoyment.   An Anderson Public Library card is required to borrow library materials per Indiana Code 36-12-2-25. Individuals may apply for a card by visiting the Main Library or Lapel Branch, or online using the library's website.

- o Applicants must pick up their cards in person.
- o Customers may have only one account under their name.
- o All cards/accounts are individual cards; there are no family cards.

Individuals must present current photo identification and identification providing proof of residency when obtaining an Anderson Public Library card. Other verifications may be required depending on the type of library card issued.

- o **Photo Identification:** Acceptable forms of photo identification are: driver's license, state ID card, passport, military ID, school ID, or employment ID. These must not be expired and must include both name and photo.

- o **Proof of Residency:** Acceptable forms of identification for proof of residency are: driver's license, personalized checks, voter registration, utility bill dated within the last 60 days, computer generated mail postmarked within the past 30 days that has both the individual's name and street address, student identification with official class schedule, or proof of property ownership in Anderson City, Anderson, Stony Creek, or Union Townships of Madison County, Indiana. A post office box is not proof of residency.

All card types are split into juvenile (0 to 13 years), young adult (14 to 17 years) and Adult (18 years and above) categories. Each of these card types has different borrowing privileges. When a parent or guardian is obtaining a card for a child under the age of 18 years, the child and adult must both be present at the time the card is issued.

Individual cards with eligibility through property taxes:
Resident Library Cards
Anderson City, Anderson, Stony Creek, and Union Townships of Madison County, Indiana support library services through the payment of property taxes; therefore the library will issue borrower's cards free of charge to residents of these areas. Information from the local Assessor's Office and the U.S. Census Bureau is used for final determination of residency. Resident cards expire 3 years after date of issue or renewal.

- o Individuals must present current photo identification and proof of residency as defined above when obtaining an Anderson Public Library card.

- o Residents' children up to age 17 residing at the same address as the resident may obtain an Anderson Public Library card. The parent must be present at the time of issue and must present proof of identification and proof of residency as defined by the above criteria.

- o Children ages 14-17 may be issued a borrower's card, without parental involvement by presenting their individual photo identification and proof of residency as defined above.

Non-Resident Taxpayer Cards
Non-residents who pay property taxes in Anderson City, Anderson, Stony Creek, or Union Townships of Madison County, Indiana have the same benefits as resident cardholders. Non-Resident cards expire one year from date of issue.

- o Individuals must present current photo identification and proof of residency as defined above when obtaining an Anderson Public Library card.

- o Non-resident taxpayers must also present a current paid tax bill listing their name and the address of the property owned in the library district. Cards may be issued to owners listed on the tax bill. Each cardholder must provide current photo identification and identification stating their current address of residency as defined above to receive a card.

Student and Teacher Cards
Public School and Private School Student Cards
Students currently enrolled in Anderson Community Schools, Anderson Preparatory Academy, Frankton-Lapel School Corporation schools, or any non-public school located in the Anderson Public Library district, and who reside in unserved areas of Madison County may be issued a student card. Cards expire August 31st after date of issue.

- o Individuals must present proof of school enrollment, current photo identification and identification providing proof of residency when obtaining a Student card.

- o Proof of current enrollment in ACS, Anderson Preparatory Academy, FLSC schools, or any non-public school located in the library district is required. Acceptable proof of enrollment includes report cards or mail from the school to the student from the current school year.

- o A parent or guardian must provide current photo identification and identification stating their current address of residency as defined above

- o Currently enrolled students ages 14 and older may be issued a borrower's card without parental involvement by presenting photo identification and proof of address of residency as defined above, and proof of schooling within the Anderson Public Library district.

Digital School Cards

Digital Ecards are provided to students and teachers upon request of any school corporation within our service area to provide access to Anderson Public Library's digital resources. Cards expire August 31st after date of issue.

Homeschool Cards
Homeschool students who reside in unserved areas of Madison County (parts of Richland and Jackson townships) and who receive all or part of their schooling in a facility/building within the Anderson Public Library district, may be issued a student card. Cards expire August 31st after date of issue.

- o A parent or guardian must provide current photo identification and identification stating his/her current address of residency as defined above

- o   Proof of schooling within the Anderson Public Library district must be provided.

- o   Homeschooled students 14 and older may be issued a borrower's card without parental involvement by presenting photo identification, proof of address of residency as defined above, and proof of schooling within the Anderson Public Library district.

College Cards

Indiana residents currently enrolled in Ivy Tech Community College – Anderson Campus, Purdue University – Anderson Campus, or any college located at least in part in the Anderson Public Library district may obtain a non-resident card at no cost. College cards expire August 31st after date of issue.

- o   Individuals must present current photo identification, or current College Student Identification with a photo when obtaining an Anderson Public Library card.

- o   Individuals must present proof of residency as defined above

- o   In addition, individuals must present a current class schedule as proof of enrollment in the current semester in which they apply for a card.

School Teacher Cards

Current school teachers of Anderson Community Schools, Anderson Preparatory Academy, Frankton-Lapel School Corporation schools, or any non-public school located in the library district who reside in unserved areas of Madison County may be issued a school teachers card. Cards expire August 31st after date of issue.

- o   Individuals must present current photo identification and identification providing proof of residency as defined above when obtaining an Anderson Public Library card.

- o   As proof of employment, the customer must show a current school issued photo identification card or another form of proof of employment.

Non-resident cards requiring payment
Non-Resident Cards

Individuals living in a non-library taxing district may purchase a Non-Resident Card for $66 for one year. Non-resident cards expire one year from date of purchase. Other payment options include: $33.00 for six months, $16.50.00 for three months, or $5.50 for one month. Expiration date is determined by date of purchase and fee paid.

- o   Individuals must present current photo identification and proof of residency, as defined above, when obtaining an Anderson Public Library card.

- o   Non-resident cards are issued to individuals. All persons residing at the same address regardless of age must each purchase an individual non-resident card at the $75 fee.

- o   Children, up to age 17, residing at the same address as the paying non-resident, and purchasing an individual Non-Resident Anderson Public Library card must have a parent or guardian present. Parent or guardian must present proof of identification and

proof of residency as defined by the above criteria.

Public Library Access Cards (PLAC)

Public Library Access Card legislation was passed in 1992, effective January 1, 1993. Residents or non-resident taxpayers of any participating Indiana public library district who have a current library card are eligible to participate. The annual fee is determined by the Indiana State Library and may change each year. PLAC cards expire one year from the date of purchase.

- o To purchase a PLAC card at APL, eligible individuals must present current photo identification and identification stating their current address of residency as defined above. In addition, they must present their home library card. After payment of the PLAC fee, a PLAC card and an Anderson Public Library card will be issued.

- o An individual may present a PLAC card issued at another library. Home library card, current photo identification, and proof of residency as defined above must be presented along with the current PLAC card in order to be issued an APL card.

- o An APL card will be issued only to the PLAC cardholder.

Specialty resident cards

Short Term User Cards

There are several organizations within Anderson City, Anderson, Stony Creek, and Union Townships of Madison County, Indiana which provide short term housing for qualified individuals. Individuals who are currently residing in one of these housing options may be issued an APL card. Short term user cards expire 6 months after date of issue.

- o Individuals must present current photo identification as stated above.

- o Proof of residency must be verified by the organization where the customer resides. A dated letter on official letterhead stating the name (or names, if a family) of the person residing there and the address of the business/residence must be presented to the library. The letter must include the signature and title of an official staff member of the residence.

- o Due to the short term nature of the residence, only 6 items may be checked out on a short term user card at one time.

- o Short term users may not check out mobile devices.

University Cards

Students attending Anderson University who do not qualify for a resident card may obtain an APL card at no charge if they reside on campus. University cards expire August 31st after date of issue.

- o Individuals must present current photo identification and identification providing proof of residency as defined above or current Anderson University Student Identification when obtaining an Anderson Public Library card.

- In addition, individuals must present a current class schedule as proof of enrollment in the current semester in which they apply for a card.

Staff Cards

Staff employed by Anderson Public Library are eligible for staff cards. These expire on the last day of employment.

Expired cards, Lost cards, and Replacement or Missing Cards

- ❖ Renewing expired card/accounts: Accounts that are expired or are ready to expire may be renewed by the same process as issuing a new card.

- ❖ Physical Library Card: The physical card itself does not expire and should not be discarded**.** When the account is updated per ID and address requirements, the same physical card/account number will be used. This will prevent the $2.00 charge for a new card.

- ❖ Replacement Cards: Lost or damaged cards may be replaced with a new card upon request. There is a $2.00 charge for the new card. All regulations for issuing a new card apply to obtaining a replacement.

- ❖ Lost or Misplaced Cards: Lost or misplaced library cards must be reported to the library as soon as possible.   Card holder is responsible for all items checked out on the card.

- ❖ Fees and fines on cards/accounts do not expire, regardless of card type**.**

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