



Craven-Pamlico Regional Library

Card Policy

Revised

A. Card Issuance

A library card is required in order to check out materials from the physical and electronic collections of the Craven-Pamlico Regional Library and for use of internet services. To receive a library card, patrons are required to complete a card registration at a CPRL Library location or online with full name, address, phone number and other required information.

Library cards scanned on virtual apps are acceptable as long as the app is compatible with CPRL software. Patrons can use a photo ID to checkout materials three times a year. Use of physical library card is preferred to limit fraud and human error.

Residents of Craven and Pamlico Counties must provide photo ID and proof of address (received mail, car registration, etc). Nonresidents must provide photo ID, proof of address, and any additional documentation listed below.

1. Craven and Pamlico County Residents. Any resident or person paying property taxes in Craven and/or Pamlico Counties is eligible for a free Craven-Pamlico Regional Library card.
2. Military Personnel Card. Active duty military personnel and their immediate family members qualify for a free card with military ID and proof of residency in Craven or Pamlico Counties.
3. Non-Resident Educators and Non-Resident Employees of Craven/Pamlico Business. Any individual with proof of employment in educational, governmental and public service agencies of Craven and Pamlico Counties may receive a Craven-Pamlico Regional Library card. It is the responsibility of the Non-Resident Educator or Non-Resident Employee to pay any charges of materials lost, damaged, or returned late which are checked out on their card.

Non-Resident Educator Cards enable all Craven and Pamlico educators to obtain materials from the library to use and incorporate into their classroom curriculum. Non-Resident educators are educators, professional or paraprofessional, currently teaching in any Craven/Pamlico County Schools and with employment proof will qualify. Public, private, preschool and home-schools are included.

4. Agency Cards. The library issues Agency cards for the use by governmental and public service agencies of Craven and Pamlico Counties. The agency's employees may use this card. Authorized personnel must make a request for this card on agency letterhead. The library can issue additional borrower's cards to the agency upon request; however, individual cards cannot be issued to all employees.

Agency cards are to be used in the course of employment only. Personal use of these cards is not allowed. Agency cardholders are assessed overdue fines at a reduced .10 cent per day; however, cardholders are responsible for all materials checked out on their card and must pay for lost or damaged materials in order to maintain borrowing privileges.

5. Non-resident Card Fee. The library assesses a non-refundable non-resident card fee of \$10.00 for circulation of physical materials housed in a Craven-Pamlico Regional Library facility. A non-resident fee of \$50.00 per card allows for the circulation of physical materials and access to CPRL electronic resources. Non-Resident cards are good for one year from date of purchase.

This fee is applicable to all library card holders residing outside the limits of Craven or Pamlico Counties with the exception of:

- Non-resident households providing evidence of personal ownership of real property within Craven or

Pamlico Counties.

- Non-residents who are active military, issued Agency, Non-Resident Employee, and Non-Resident Educator cards may use these cards for their intended purposes only.

6. Daily Visitor Computer Passes. Visitor passes may be issued for visiting adults or teens in order to make use of computer services.

7. Replacement Cards. A \$3.00 fee will be assessed for issuance of a replacement card.

8. Card Application. Applicants must provide photo identification and proof of address. Library applicants can request that the library mail their card to their address as verification of proof of address.

9. Patron Responsibilities. Upon signing their application and library card, patrons are responsible for all library materials borrowed on their card and agree to pay any charges when materials are damaged, lost or returned late; and to notify the library immediately upon change of address or loss of library card. Patrons agree that they may not be able to check out any library materials or make use of Internet stations without their library card.