

Procedure #:	1.2	Eff. Date:	November 2016
Section:	Authorization Form-Circulation Policies and Procedures	Revision:	November 2016
Topic:	Registration Policy		

DEPARTMENT POLICY: To set forth the parameters determining eligibility for a library account.

DEPARTMENT BUSINESS RULES: All requirements must be adhered to for issuing a library account.

REGISTRATION POLICY

Registration is necessary to obtain a valid library card.

Eligibility:

- Any person residing permanently or owning property in Seminole County, **OR**
- Any person enrolled in a Seminole County Public School, **OR**
- Any person employed by the Seminole County Government **OR** Seminole County Public Schools. Seminole County Public School employees must show their Seminole County Public School ID badge, along with identification with name, and current street address. (Memorandum of Understanding SCPS 01/13/15)
- Lake County Residents may go to any branch library and, with a valid library card from their respective county and identification with name, and current street address, which must be presented at time of application for library card, register for a library card in Seminole County. Borrowers are registered for a one (1) year period. The only services to be provided to Lake County Residents are the lending of materials over the counter at the branch libraries. No lending services by computer or mail will be offered.
- Fee cards will be issued for \$50.00 per family for nonresidents as approved by the Board of County Commissioners on February 24, 2009 (Resolution 2009-R-34)
- Library cards may be issued to corporate entities located in Seminole County. Such cards must be personally guaranteed by the owner of the entity.

IDENTIFICATION

Photo ID with name, current street address and proof of Seminole County residency must be presented at time of application in person or at the time of authentication for online library card registrations.



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Types of identification acceptable:

- Florida driver's license with current street address
- Florida identification card with current street address
- Seminole County Public School ID for child/minor with supplemental proof of address
- Passport with current address
- Out of State driver's license or other photo ID may be considered, if local address can be verified by official documents, such as a rental lease, mortgage, utility bill or official mail.

Adult Library Cards

Adults (18 years or over) must present photo identification with name, proof of address and proof of Seminole County residency at time of application.

Library Cards for Minors

A parent or legal guardian can obtain a library card for a minor (0-17) if the parent/guardian is present, and if the parent/legal guardian signs accepting responsibility for any fines, fees or charges associated with the use of the juvenile library card.

- Parents of minors (0-17 years) must present photo identification with the parent's name, current address and proof of Seminole County residency at the time of application for a juvenile library card.
- The child must be present with the parent at the time the card is issued.
- A parent or guardian must sign the library card acknowledging responsibility for all fines, fees or charges associated with use of a juvenile library card.
- If the parent has a library card, the parent's library card must have a zero balance.
- Under the Memorandum of Understanding with the Seminole County Public Schools, library card applications will be distributed to students, to take home, or given to parents at the time the student is enrolled in a Seminole County Public School. The Seminole County Public Schools will return the completed library card applications to the library. Library staff will issue library cards, and mail library cards to the student's home address with library information.

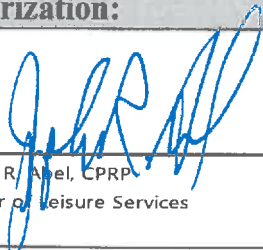
Online Library Card Registration

- A resident of Seminole County may apply online for a library card and receive instant access to digital materials and online resources. The library card will be mailed to the resident and the resident will be required to authenticate the library card within 30 days at any library branch location by showing photo ID and proof of address.



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FORMS: FL Statute 257.261, BCC Resolution 2009-R-34, Registration-LS-72
Registration/Spanish-LS-72S, Student Registration-LS-73 Student Registration/Spanish-LS 73S

Authorization:	
X	
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