

NEWBURG PATRON POLICY

NEWBURG PUBLIC LIBRARY

A. Patron Classifications

1. Residents of the city of Newburg – Persons who reside or own property inside of the Newburg city limits qualify for a free library card if they can provide proper ID and proof of residency, along with family members who live with them. This card is free of charge.

In the unusual circumstance that an applicant cannot come to the library to sign for their card, at staff discretion, they may be allowed to fill out an application remotely or through an intermediary, especially if this is the only means for the applicant to have access to library materials. The applicant must also show proof of identity and residency remotely or through an intermediary.

2. Juvenile residents of the city of Newburg – Juvenile persons (under the age of 18) require a parent or guardian to oversee their card usage. That parent or guardian is responsible for any activity on that card, including all fines and fees. Juvenile cards allow access to materials from all sections of the library. The library respects the right of parents and caregivers to determine what is appropriate for their own child. Parents and caregivers are therefore responsible for monitoring card use and applying any restrictions they deem appropriate on their own child's access to library materials. In the unusual circumstance that a responsible adult cannot come to the library to sign for the juvenile card, the juvenile may be allowed, at staff discretion, to take the application home to the parent for signature, especially if this is the only means for the child to have access to library materials. When bringing the application back for processing, the juvenile must also bring proof of identity and residency for the responsible adult.

3. Persons in the Newburg School district boundaries – any student who attends the Newburg RII school district or family members in their immediate household are eligible for a free library card. The same requirements as listed for Residents of the city of Newburg apply, to include all requirements previously listed for a Juvenile resident of the city of Newburg. Patron applications collected at the school are confirmed in the Newburg School District but must have a responsible adult sign the Juvenile Patron Application Form. Proof of identity and residency in the Newburg School District is required for Adults and other Juveniles that reside in the Newburg School District but do not have a student enrolled at Newburg RII School.

B. Proof of Identity & Residency

Anyone applying for a Newburg Public Library card must provide proof of identity and residency. They must present a photo ID such as a driver's license, state ID, passport or U.S. military ID. They must also provide proof of current address if the address on their photo ID is not accurate. That proof must show both name and address of the applicant and be dated within the last 60 days. Examples would be utility bills, occupancy permits, rental agreements, mortgages, piece of official mail, recent shipping receipt from an online store, etc. (this can be paper or digital).

C. Other Policies

1. Privacy of Patrons: Patron records are accessible only when compelled by law. Patron information shall only be shared with third party vendors when necessary to perform library functions. If there are inquiries about access to patron records, these inquiries should be referred to the director or designee.

2. Retention Policy: Hard copies of the library card registration card are to be retained for two years after the expiration date, after which time it will be destroyed if there are no fines or fees \$10 or above.

3. Loss of Borrower's Privilege: Unpaid charges for damaged or lost materials will be kept on record for the library patron. Any charges will prevent the cardholder from checking out library materials or using the public access computers within the library. Exceptions can be made by the director or designee. If these charges are suspected to be an error, the patron should let the library staff know as soon as they are made aware of the charges. The staff will check shelves and records for evidence that the item was returned. Challenges to these charges can be taken to the director or designee.

4. An Account in Good Standing: A library account in good standing is defined as one with no unpaid charges due to damaged materials, lost materials or fees, such as copying, faxing, interlibrary loan, etc. An account is no longer in good standing when unpaid charges remain on the account after a grace period of 0 days.

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