

3.0 Circulation

3.1 Registration

A. Purpose: To provide a means by which library services can be easily accessed and to define the various conditions under which library cards are issued.

B. All new registrations are restricted to a two-item checkout limit for first time use.

C. Supervisors may authorize exceptions to the policy outlined below.

D. All residents of New Hanover County are eligible for a free public library card that enables the check-out of library materials and access to other library services. Cards are valid for 3 years and can be renewed if there are no fees, blocks or excessive fines attached to the customer record.

Card Type	Eligibility	Requirements	Duration	Additional Information
Resident Adult	a) Any resident of New Hanover County 18 or older b) Any New Hanover County permanent employee	1. Photo Identification. Examples include: <ul style="list-style-type: none"> ➤ Driver's License ➤ Government-issued ID ➤ Store, gym or other membership card ➤ Employee ID ➤ Passport ➤ Bank card with photo 2. Proof of address. Any one of the following is acceptable if issued with the applicant's name and printed with the residence address: <ul style="list-style-type: none"> ➤ Utility bill dated within the previous 60 days ➤ Valid vehicle registration ➤ Rental or lease agreement ➤ Mortgage documents ➤ Property tax record ➤ Credit card statement, medical bill or other request for payment dated within the previous 60 days 	36 months	
Resident Adult	Non-residents who own property in New Hanover County	1. Photo Identification. See Resident Adult 2. Proof of NHC property ownership such as property tax statement 3. Proof of mailing address. See Resident Adult	36 months	
Resident Adult	Military personnel stationed in New Hanover County	1. Photo Identification. See Resident Adult 2. Military ID	36 months	
Resident Juvenile	Children (under 18) of an adult resident	1. Photo Identification for parent or responsible adult accepting financial responsibility. See resident adult 2. Proof of address for parent or responsible adult accepting financial responsibility. See resident adult	36 months	
Resident Outreach	Residents who are homebound, institutionalized, or otherwise unable to visit a library facility on a regular basis	Eligibility is determined on a case by case basis as defined in section 3.4	36 months	

E. Recognizing the importance of providing library access to citizens who may not meet residency requirements, the library also provides the following types of special limited use and/or fee-based cards.

Card Type	Eligibility	Requirements	Fee	Duration	Additional Information
Non-Resident	Individuals without proof of residence in New Hanover County who desire full library use privileges	1. Photo Identification. See Resident Adult 2. Proof of Address. See Resident Adult	\$15	6 months	
			\$30	12 months	
Internet Only	Individuals who do not qualify for or elect not to acquire a card with borrowing privileges	Photo Identification. See Resident Adult	\$2.00	30 days	No checkout.
Transitional	Residents in transitional housing arrangements such as shelters or group homes	Photo Identification. See Resident Adult Indication of Address such as a letter from the facility	NA	6 months	Checkout limit of one item.
Special Use Children's Card	Children or dependent adults whose library visits are made possible by a responsible adult other than a parent or legal guardian	1. Photo Identification of responsible adult. See Resident Adult 2. Proof of Address of responsible adult. See Resident Adult	NA	6 months	<ul style="list-style-type: none"> ➤ Checkout limit of one item. ➤ Restricted to materials classed as juvenile.
Student	Non-resident students 18 and over enrolled in an institution of higher learning in New Hanover County	1. Proof of student status (one item) such as: <ul style="list-style-type: none"> ➤ student ID ➤ current enrollment document ➤ tuition receipt 2. Photo Identification. See Resident Adult 3. Proof of permanent address. See Resident Adult 4. Local mailing address	NA	12 months	
Student	Non-resident students under the age of 18 enrolled in a school in New Hanover County	1. Proof of student status (one item) such as: <ul style="list-style-type: none"> ➤ student ID ➤ current enrollment document ➤ tuition receipt 2. Photo Identification for parent or responsible adult accepting financial responsibility. See resident adult 3. Proof of address for parent or responsible adult accepting financial responsibility. See resident adult	NA	12 Months	
Institutional	New Hanover County institutions with a signed agreement between the library and the agency's responsible party	An Institutional Card form must be filled out by the principal, director or other comparable person representing the school or agency who has both administrative and financial authority to be responsible for the materials.	NA	12 months	Requires library administrative approval.

F. To assist educators in providing materials for students being educated in New Hanover County, the library provides Educator library cards to teachers, childcare providers, and homeschool families providing education to children in New Hanover County.

Card Type	Eligibility	Requirements	Duration	Additional Information
Educator	Teachers and media specialists/librarians at public and private schools located in New Hanover County; Preschool teachers and childcare providers at facilities located in New Hanover County; Registered home schools located in New Hanover County	1. Photo Identification. See Resident Adult 2. Proof of Address. See Resident Adult 3. Verification of educator status (one item) such as: <ul style="list-style-type: none"> ➤ Current school photo ID ➤ Letter on school letterhead, dated for the current year and signed by the school's principal or director ➤ Proof of home school registration with the North Carolina Division of Non-Public Education 	Cards are issued for the current school year and expire June 30	<ul style="list-style-type: none"> ➤ Checkout limit 50 items. ➤ Checkout period 6 weeks for books / 2 weeks for DVDs. ➤ Items may be renewed one time. ➤ Limited to material for classroom use. ➤ Entertainment DVDs, new adult fiction and new adult nonfiction are excluded from checkout.