

**PIONEERLAND LIBRARY SYSTEM  
BOARD POLICY**

<b>Policy: Patron Registration Policy</b>	<b>Policy number:</b>
<b>Policy Date: October 15, 1998</b>	<b>Revision Date: June 19, 2008</b>
<b>Approved By Policy Committee: Automation Committee</b>	<b>Approved by the Board: June 19, 2008</b>
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**Purpose:** Pioneerland Library System registration policy provides customer identification, management information, and barcoded library card to ensure libraries maintain an accurate and complete patron usage record.

**Policy:**

**Definitions:**

Resident Borrower -- An eligible resident borrower is an individual who resides in or owns property in the Pioneerland Library System service area.

Reciprocal Borrower – A person who resides in a jurisdiction other than for which the Pioneerland Library System is legally responsible. A user is considered Reciprocal Borrowers if he or she is issued a library card because of a reciprocal borrowing agreement.

Nonresident Borrowers -- Library customers who do not reside in or own property in Pioneerland Library System service area or are not reciprocal borrowers are defined as nonresident borrowers.

Institutions – A formal organization. Examples of institutions include:

- Nursing homes
- Jails
- Treatment centers
- Shelters
- Group homes
- Day care centers

Temporary Borrower – A resident borrower who resides but does not own property in the Pioneerland Library System service area for less than 1 year.

1. Public Library card applicants are asked to complete a library card application and agree to follow borrowing rules.
2. All resident borrowers will be issued their first barcoded library card free.
3. Parents/guardians are responsible for materials borrowed on their children’s library cards until child is age 18.
4. Library card must be presented to check out materials.
5. Each patron must have his or her own library card.
6. Reciprocal borrowers must register and receive library cards at their home library before receiving a library card from Pioneerland Library System.
7. Pioneerland Library System will honor Reciprocal Borrower library cards:

- issued by Minnesota public libraries which are members of Minnesota Library Borrowers Card Compact.
  - issued by Grant County Library in South Dakota.
  - issued by a member of MnLINK.
8. An Institution application must be completed by authorized representative and signature obtained from individual responsible for materials borrowed.
  9. Before a library card will be issued, applicants for library cards must provide:
    - Full name (Last, First, and Middle)
    - Current Address (Including Township and County)
    - Home telephone number
    - Permanent Address
    - Permanent Telephone Number
    - Birth Date
    - Photo ID
    - Parents/guardian's name, address, telephone number, signature and Photo ID if patron is under the age of 18.
    - Proof of current address
      - MN driver's license or
      - MN identification or
      - verification of address (delivered mail with name and address)
    - Signature
    - Signature of parent/guardian if patron is under the age of 18.
  10. Alternate methods of providing information are available for customers with special needs.
  11. Nonresident borrowers must purchase a library card.
  12. Purchase of a nonresident card allows patron full access to library services and materials.
  13. It is the responsibility of the cardholder to notify the library if his or her card is lost.
  14. A new barcoded library card will be issued if original card is lost, destroyed, or damaged.
  15. There is a charge for replacing a lost, destroyed, or damaged card.
  16. A temporary card will expire at the end of the time the card holder is in the Pioneerland Library System service area.
  17. Library cards will expire one year from date issued. Upon expiration, the patron will be required to verify registration information in person, all information will be updated and expiration date changed.

Confidentiality of Registration Information

MN Statutes 13.40 states: "The following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order: (1) data that link a library patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific subject about which the patron has requested information or materials; or (2) data in applications for borrower cards, other than the name of the borrower."

Procedures:

If a patron requests by telephone that an item be renewed and their card expires before the length of the normal loan period, you may extend the expiration date of the card for the loan period. The patron is required to renew the card in person.

Notes field will be added to Reciprocal Borrower's record to record home library and barcode number.