

Library Cards for Residents

Policy Statement

The Beaumont Public Library System issues library cards to Beaumont residents free of charge to encourage free exchange of information, recreation, entertainment and a joy of life long learning.

Regulations

Beaumont residents are required to present a Texas Drivers License or Texas ID with a current Beaumont address. Other official photo IDs together with a Beaumont Water Bill showing the same address are acceptable at the discretion of the Library Administrator. The library will make a photocopy of the identification presented. The library does not phone to verify an address.

Resident adult library cards expire after five years. At this point a new application must be completed and residency must be verified. Library cards for children/teens expire after five years or on their 18th birthday.

A post office box may be used as a mailing address if the appropriate water bill is provided with the home address.

To determine if an applicant's address is within Beaumont city limits the circulation staff uses the website for the Jefferson County Appraisal District – JCAD.org – as the authority.

The signature of a parent or legal guardian is required for a child/teen under the age of 18 to receive a youth library card.

A parent or legal guardian must be in the library to complete the application for a child/teen under the age of 18 to receive a library card. The parent or legal guardian must present a photo ID with proof of residency or a valid Beaumont library card. A teacher, day care provider or family friend is not allowed to provide address verification when a child/young adult applies for a library card.

Borrower types for residents include adult, youth, and staff. Adults may borrow only library material that is available for loan and they may use the computers. Children/teens may borrow all materials that are available for loan, except videotapes and DVDs.

If an applicant lives outside the Beaumont city limits, but owns property or a business within the city limits, he/she may obtain a free library card if a current tax bill is presented. The library card will be issued for one year and must be renewed annually.

A Temporary Shelter Card will be issued to anyone staying at a shelter (such as Boys Haven, Buckner's Children's Village, halfway houses, women's and children's shelter, salvation army shelter, etc) with a letter from the administration stating residency. The letter is attached to the application. The library will then issue a library card to the person and family listed in the letter for a length of time

not to exceed 6 months. The card holder's computer record will have two notes attached. An interior note will be attached to the patron's record stating this is a Temporary Shelter Card & the name of the shelter. A note will also be entered in the "Block" field stating 'temp. shelter card'. Boys Haven and Buckner's Children's Village are responsible for any materials borrowed by their minor residents. If the shelter resident will be staying in the shelter longer than 6 months an updated letter (at the time of renewal) from the shelter administration is required to renew the temporary card. A new permanent card will not be issued until proof of residency is presented to the circulation department and a new application is completed. A list of Beaumont Shelters should be kept by each circulation computer as a reference for staff use.

The main library of the Beaumont Public Library System retains the library card applications from all library branches. The circulation staff of the main library maintains and discards the applications when new applications are received at renewal time.

It is the responsibility of the library card holder to notify the circulation department of any of the circulating libraries in the system when there is an address change. If a patron reports a change in address the branch will fill out the "Change of Address" form and send it to the main library.

A library card must be presented when borrowing library materials.

If a library card is lost the card must be reported to any circulating library in the system. The circulation staff (at the branches) fills out the "Borrower's Card Missing" form and forwards it to the main library. There is a twenty-four hour waiting period before a new card will be issued at the cost of \$5.00. A photo ID is required when issuing a new card. If a library card is stolen the twenty-four hour waiting period is waived. The card holder must then present a valid picture ID and pay \$5.00 for the replacement of the card. All fines must be cleared when a replacement is issued.

All fines must be cleared when a replacement card is issued. For parents, all fines and fees on their cards, plus any youth cards for which they have signed, must be paid in full. For youths, all fines and fees on their card, plus the card for the parent who signed for the card and any other siblings with cards signed by that parent, must be paid in full. For a young adult to receive an adult card all fines and fees must be paid in full on the youth record along with any fines and fees on the record of the parent who had signed for the youth card and any other youth cards that had been signed by that parent.

The library will not acknowledge that a person has a library card unless a court order is presented to the library director. The library director may then consult with the city attorney.

The library collects the circulation statistics of how many library materials have circulated. After material has been returned to the library the titles are removed from the patron record unless there are fines attached to that item.

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