

Board of County Commissioners Leon County

Policy No. 19-7

Title:	Eligibility for Library Cards
Date Adopted:	October 15, 2019
Effective Date:	October 15, 2019
Reference:	N/A
Policy Superseded:	Policy No. 95-4, Eligibility for Library Cards, adopted June 13, 1995; Policy No. 98-11, "Eligibility for Library Cards," adopted October 13, 1998; revised March 23, 2010; revised April 8, 2014

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 98-11 entitled Eligibility for Library Cards adopted by the Board of County Commissioners on April 8, 2014, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

The LeRoy Collins Leon County Public Library System issues library cards to facilitate the loan of materials, access to electronic and other resources, and use of public computers. Although library cards are issued based upon an individual's eligibility, a person's right to use the library shall not be denied because of age, disability, gender, gender identity, national origin, race, religion, sexual orientation, socioeconomic or resident status.

Library cards are only issued to individuals, not to groups/organizations. Individuals may apply for a card in person or online.

I. Eligibility Criteria for Leon County Resident Library Cards

- A. Any person, age 16 and up, residing in Leon County who can show proof of residency of the type listed in this policy is eligible to apply for a free library card in person or online.
- B. Children under the age of 16, residing in Leon County must have a parent or guardian complete the card application on their behalf, and show proof of residency. Parents or guardians are responsible for items checked out by their children.

II. Proof of Leon County Residency

The following documents may be used as proof of residency and/or eligibility for a free library card.

- A. Valid Florida driver's license or Florida identification card indicating the individual's name and current residential street address in Leon County; or
- B. If the Florida driver's license or Florida ID indicates a P.O. Box or any address other than the current residential street address, one additional form of

identification, indicating their current Leon County address, is required from the list below:

- 1) Current lease agreement, dormitory contract, or rent receipt
- 2) Recent cable, phone or utility bill with customer's street address
- 3) Current automobile registration
- 4) Recent property tax or mortgage payment receipt
- 5) Leon County voter registration card
- 6) Recent bank statement with same information

III. Eligibility Criteria and Proof of Eligibility for Nonresident Library Cards

The following nonresidents of Leon County are eligible to apply for a **free** library card:

- A. Leon County property owners who reside outside Leon County.
 - 1) These individuals must present a current state-issued photo ID and a Leon County property tax receipt as evidence of eligibility.
- B. Employees of Leon County including the Board of County Commissioners, Clerk of the Courts, Court Administrator, Public Defender, Sheriff, State's Attorney, Supervisor of Elections, and Tax Collector.
 - 1) Any of these employees who reside outside of Leon County must present an employee ID, or any current photo ID and recent pay stub, as evidence of eligibility.
 - 2) Employees of these entities with valid library cards at retirement shall maintain their free card status.
- C. Students enrolled in any school, college or university located in Leon County.
 - 1) These individuals must present a valid student ID, report card, current school schedule, dorm contract, or proof of status as a homeschooled student registered with Leon County Schools, as evidence of eligibility.
 - 2) Students under the age of 16 must have a parent or guardian complete the card application and present a state issued photo ID. Parents or guardians are responsible for items checked out by their children.

The following nonresidents of Leon County are eligible to apply for a **paid** library card:

- A. Individuals who do not meet the eligibility criteria in III. A., B. & C. and do not reside in Leon County must provide a valid driver's license, state-issued identification card or other valid photo ID to confirm their identity and pay for a card at a rate of \$10 for three months; \$20 for six months; or \$30 for one year.

IV. Replacement Cards

Lost cards may be replaced by presentation of personal identification and payment of \$2 for adults and \$1 for children under the age of 16.