

RESIDENT AND NON-RESIDENT LIBRARY CARD PRIVILEGES POLICY

	Privileges	Requirements	Cost
Adult* Residents and Non-resident taxpayers	- Permission to borrow items - Access to all public Internet stations for maximum designated times - Remote e-resource access - May take home interlibrary loan items	Card provided with photo ID or two official and current forms of identification (e.g.; bank card, checks, social security card, etc.) and Proof of residency	Free card
Child of Residents and Child of Non-resident taxpayers	- Permission to borrow items - Access to all public Internet stations for maximum designated times - Remote e-resource access - May take home interlibrary loan items	- Legal guardian must be present to receive card. - Legal guardian provided photo ID or two official and current forms of identification (e.g.; bank card, checks, social security card, etc.) and Proof of residency - Child must be able to write first name	Free card
Teachers & School Administrators	Borrowed items must relate directly to curriculum or administrative duties	- Any school administrator must provide signed agreement to pay for lost or damaged items - Card provided with photo ID or two official and current forms of identification (e.g.; bank card, checks, social security card, etc.) and verification of agency employment	Free to staff working directly with students or teachers in a school within one of the supporting tax districts.
Non-profit Agencies	Borrowed items must relate directly to agency mission	- Any agency administrator must provide signed agreement to pay for lost or damaged items - Card provided with photo ID or two official and current forms of identification (e.g.; bank card, checks, social security card, etc.) and verification of agency employment	Free to staff working directly with residents of taxpaying districts.
Non-residents paying for a card	- Same as residents and taxpayers - Full privileges	Card provided with photo ID or two official and current forms of identification (e.g.; bank card, checks, social security card, etc.)	Current per capita cost of the highest taxpaying community
Non-residents not paying for a card	30 minutes of computer time daily, extendable based on availability to 2 hours	Card provided with photo ID or two official and current forms of identification (e.g.; bank card, checks, social security card, etc.)	Free computer use card
Residents with no address	30 minutes of computer time daily, extendable based on availability to 2 hours	Card provided with photo ID or two official and current forms of identification (e.g.; bank card, checks, social security card, etc.)	Free computer use card

Rutland Free Library Board of Trustees Adopted 2/17/10, Rev. 10/2016

*Adult= An adult is considered to be 16 years or more.

See Borrowing Policy for overdue fines and fee schedule.