

# CRAVEN-PAMLICO-CARTERET REGIONAL LIBRARY

## POLICY: Registration of Patrons

Adopted March 18, 2014

The public libraries that comprise the Craven-Pamlico-Carteret Regional Library are supported primarily by taxes paid by property owners of the three counties. The libraries have a responsibility to protect the taxpayer's investment in the collections of the libraries; therefore current and valid identification is required to obtain a library card.

Library cards are free, although there is a small charge to replace lost cards. Library cards are provided to individuals who present photo identification and verification of address. As a courtesy to members of the Armed Services and their families we will accept their Military Identification and Military Dependent Identification.

A parent or guardian must assume responsibility for materials borrowed by a person under 18 years of age; therefore it is the adult's identification that is required for registration of a minor.

A valid CPC Regional library card is required and must be presented to check out materials at all library locations. Library card holders, or patrons, are responsible for:

- Materials checked out with their card
- Lost or damaged materials
- Materials returned late
- Lost library card.

Library card registration information is updated every three years from the date of first issue to assist in maintaining accurate patron records. Patrons are responsible for notifying the library should there be a change of address, name, phone number, etc.

Demographic information may be gathered in order to plan library services. This information will be used in the aggregate (no identifying information is compiled or reported) and is not stored or disclosed in any way that would identify the person registering.

State and federal rules and laws pertaining to confidentiality of records and privacy protect information provided on the registration form. See also: North Carolina General Statutes §125-18 and §125-19 and *CPCRL Policy on Confidentiality of Library Records*.