

Thorntown Public Library

Library Card Policy

Library Cards

A photo ID and proof of residency are required to obtain a library card. A photo ID with correct street address or a photo ID and other supplemental proof of residency must be presented to receive a library card. Applicants under the age of 18 require the approval of a parent or legal guardian. The parent or guardian with ID and proof of residency must accompany the minor to the library to receive a library card.

Photo Identification: Acceptable forms of photo ID are: driver's license, state ID card, passport, military ID, school ID, or employment ID. These must not be expired and must include both name and photo.

Proof of Residency: Acceptable documents for proof of residency are: driver's license, voter registration, utility bill dated within the last 90 days, computer generated mail postmarked within the last 30 days that has both the applicant's name and street address, change of address confirmation from the US Postal Service, or proof of property ownership in Jefferson, Sugar Creek, or Washington Township in Boone County, Indiana.

Types of Library Cards

Sugar Creek, Washington, and Jefferson Twp (Boone County) residents and property owners may apply to receive **Resident** cards, for which there is no additional charge. Residents and property owners of these three townships support the library through payment of income and property taxes.

Public and homeschool students who attend school in Western Boone School district may get a **Student** card *if they do not already qualify for a Resident card.*

Minors need a parent or guardian present to sign up for a library card.

Old Mill Run residents receive a **Resident** card. Both their Old Mill Run address and home address (from ID) will be included in their Evergreen account. These cards will be valid for one year.

Nonresident cards are available to those who do not live in an area already served by a library. The charge for this card is an annual fee determined by a formula developed by the Indiana General Assembly. This charge will cover the cost for service for one household member. Additionally, the library may enter into contracts with unserved townships to offer discounted library cards; the director will make this information available upon request.

Teachers are eligible for both a personal card (**Resident** or **NR**, depending on where they live) and a classroom card (**Student, Education Type: Teacher**).

Transitional cards may be issued to individuals who do not yet have adequate identification to receive a Resident, etc. card. These cards are good for 3 months and limit the borrower to 3 items at a time. The account can be updated once the patron acquires approved identification. *Note: transitional borrowers may not circulate hotspots.*

A **Reciprocal Borrower** card is available at no cost to an individual whose home library participates in the Indiana Statewide Borrowing Covenant; the current list is available on the Indiana State Library website. To receive a Reciprocal Borrower card, the applicant must present a valid library card in good standing from a library on the Covenant list.

Resident and **NonResident** cards have full access to the consortium.

Transitional, Student and **Reciprocal Borrower** cards can only be used at the issuing library, and cannot trigger transits from another Evergreen library.

A **PLAC (Public Library Access Card)** authorizes the holder to obtain a card at any library in the State for a full 12 months from the date of issuance. An annual fee is set by the Indiana State Library each year on January 1. This card is authorized by the Indiana General Assembly. To purchase a PLAC, an individual must hold a valid Resident or Nonresident library card from an Indiana public library.

Approved by board December 9, 2024