

CIRCULATION POLICY

LIBRARY CARD APPLICATION

Every Berwyn resident is entitled to one current Metropolitan Library System card. For all new library card applications, and all applications for a replacement library card, two forms of identification (one from each column below) with the patron name and current Berwyn address will be required. Both forms of identification must have the same Berwyn address.

To renew a library card, one form of identification from either column, plus your expired library card, will be required. If a card is expired, the same card is renewed. If the patron does not have the expired card in their possession, the card is considered lost.

Two forms of identification (one from each column below), plus your current Berwyn Library card, will be required for any address change.

All delinquencies must be cleared before a library card will be renewed if expired, or replaced if lost. Progressive fees apply for replacement cards; no cards will be issued until the fee is paid.

The following forms of identification, with the patron name and current Berwyn address, are accepted:

COLUMN A

Valid Driver's License

(or)

Valid State ID

(or)

Matricular Card

COLUMN B

Current Utility Bill

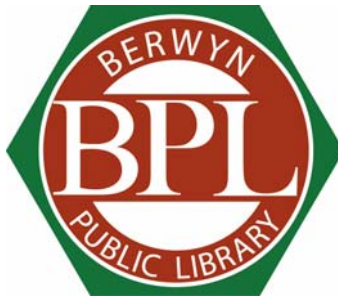
Lease/Mortgage (or Mortgage statement)

Checkbook w/printed address

Current Bank Statement

Current Auto Registration or Auto insurance

Other Federal or State Documents



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For a new or replacement library card application, if a patron only has 1 valid form of identification, the library will allow the patron to apply for a card; the card will then be mailed to the patron at their home address. Library cards will not be mailed to a Post Office Box. In the event the mailed card is returned to the library, the patron's card will be stopped, and the patron will be required to show two forms of identification, one from each column above.

Patrons who receive their cards in the mail may check out two print items only that day. In the event the Automated Circulation System is down, a one print material limit will be enforced.

All library card applications must be filled out in the presence of library staff. Children ages 14 and under must have a parent or guardian present when filling out a library card application.

If a patron's information changes, such as name, phone number, or status (such as Juvenile to Adult), the same card may be updated by furnishing the proper identification as listed above. In the event of a lost or stolen library card, the original card becomes invalid and a new card will be issued after proper identification is shown and appropriate costs paid.