

# **EUREKA PUBLIC LIBRARY DISTRICT**

## **PATRON REGISTRATION & PRIVACY POLICY**

The Eureka Public Library District is primarily supported by property taxes paid by the residents of Olio and Cruger Townships. Library cards are provided at no cost to residents upon presentation of proof of residency, typically a photo ID and a second ID confirming address of residency (see paragraph below). Additionally, anyone owning real estate property within the district may obtain a Library card at no charge upon presentation of a current tax bill. Owners of commercial property are entitled to one card per business. Others may apply for borrowing privileges by paying the current fee established by the State Librarian. Resident cards are valid for three years, while nonresident Library cards are valid for one year.

The Library has a responsibility to protect the taxpayers' investment in the Library's collection of materials. Therefore, two computer-generated forms of identification (one being a photo ID) and verification of residence are required to obtain a Library card. Acceptable identification includes a current driver's license, State ID, utility bill, mortgage documents, voter's registration card, a postmarked bill less than one month old, or personalized checks. A parent or legal guardian must assume responsibility for materials borrowed by a person under eighteen years of age. Therefore, it is the adult's identification that is required for registration of a minor. The minimum age for a Library card holder is 3 years old.

State and federal laws pertaining to confidentiality of records and privacy protect information provided on the registration card. Information about use of Library materials and services will be disclosed only as provided by applicable law.

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