

St. Petersburg Library System

Membership Registration Policies and Procedures, Revised August 2013

POLICY STATEMENT

Any permanent Pinellas County resident living in the Pinellas County Public Library (PPLC) service area is eligible for a 3 year library card. A PPLC card enables patrons to borrow materials from any one of the fourteen (14) member libraries, as well as utilize computer hardware and software at these facilities.

MEMBERSHIP APPLICATION POLICY

When applying for a card, the patron must show:

- Current Florida Driver's License with current street address

OR

- Current State of Florida ID with current street address

OR

- Picture ID with one of the following (where available, electronic versions will be accepted):
 - Voter's registration
 - Vehicle registration or title for current year
 - Utility bill with current address
 - Current trim notice or tax bill
 - Long-term lease (7 months or more) within the PPLC service area
 - Deed to property in the PPLC service area
 - Homestead exemption form
 - Domicile papers
 - Mail with current address with postmarked within the last 90 days will be accepted as temporary proof of address. Card will be issued for 90 days.

Cancelled mail forwarded from another address and/or checkbooks are not considered valid proof of residency.

MEMBERSHIP APPLICATION PROCEDURES

The following types of cards may be issued:

ADULT CARDS are issued to patrons 14 years of age or older. If patron is under 18 years of age and does not have his/her own identification, he/she will need to be accompanied by a parent or legal guardian with valid identification. Residents of unincorporated Pinellas County are eligible. (Blue card)

ADULT FEE CARDS are issued to anyone who is living in an area of Pinellas County that has not joined the Library Cooperative. The fee is \$100.00 per household per year. These areas include the city limits of: **Belleair, Belleair Beach, Belleair Bluffs, Indian Shores, Kenneth City, and South Pasadena.** Some municipalities refund all or a

portion of this fee. (Patrons should be referred to the appropriate city hall for more information.) ONE CARD is issued PER FAMILY. (White plastic card)

AGENCY CARDS will be issued to any business, school, or institution located within the city limits of St. Petersburg. This library card will be honored at any of the St. Petersburg Public Library System locations, but will not be honored at any other library in Pinellas County.

BORN TO READ ADULT/JUVENILE CARDS are issued to residents through a special outreach program for parents and their pre-school age children Applications will be sent from PPLC or participating partners.

COLLEGE CARDS are issued to students of area colleges who are not residents. (Eckerd, USF, etc.) These cards are issued with a one year expiration date.

COMPUTER CARDS are issued to patrons who do not qualify for a library card and only want to use the computer. No materials may be checked out on this card.

HOMEBOUND CARDS are issued to patron whose physical condition or disability prevents them from coming to the library. Must meet eligibility requirements for free adult card, or pay for free card.

JUVENILE CARDS are issued to patrons under 14 years of age. A parent or legal guardian must be **WITH** the child to sign the application and is responsible for all bills/fines accrued by the child. Residents of unincorporated Pinellas County are eligible. (Blue card)

RECIPROCAL BORROWER status is given to any patron who lives outside Pinellas County in one of our partner counties (Manatee, Pasco, etc. See <http://tbtc.org/> for complete list.) The patron must register at his/her home library and then present a valid card which will be entered into the St. Petersburg database. (TBLC sticker added to home library card.)

SPECIAL CARDS are given to patrons with special circumstances who do not qualify for a free PPLC card.

- **MARINA RESIDENTS:** Boat owners leasing a slip from marinas within the City of St. Petersburg for 7 consecutive months or longer, may apply for and receive a library card free of charge. Cards may be issued for one year with proof of yearly lease. Other slip holders with leases of less than one year may renew every six months upon re-verification.
- **NON-RESIDENT CITY EMPLOYEES:** City employees who do not qualify for a PPLC card are eligible for a one-year special card renewable annually.
- **NURSING HOME RESIDENTS:** 1 year renewable annually.
- **ADULT CONGREGATE FACILITY RESIDENTS** (“group homes” including recent release parolees): Up to six months according to verification
- **SHELTER RESIDENTS:** Up to six months according to verification
- **VA DOMICILED RESIDENTS:** 1 year renewable annually.

STAFF CARDS are issued to current St. Petersburg Public Library staff only. Status must be changed to the appropriate patron code upon separation of employment.

STUDENT CARDS are issued for any student grades K-12 who attends a Pinellas County school and is **not** otherwise eligible for a PPLC card.

MEMBERSHIP APPLICATION GUIDELINES

Address Verification

If the patron's address can be verified as within the unincorporated area of Pinellas County or within one of the following municipalities, he or she is eligible for a blue PPLC library card with an expiration date of three years:

- Belleair Shores
- Clearwater
- Dunedin
- Gulfport
- Largo
- Madeira Beach
- N. Redington Beach
- Oldsmar
- Palm Harbor
- Pinellas Park
- Redington Beach
- Redington Shores
- Safety Harbor
- St. Petersburg
- St. Pete Beach
- Seminole
- Tarpon Springs
- Treasure Island

Patrons 14 years of age or older will be coded as Adult and patrons under 14 will be coded as Juvenile. Any patron under age 16 requires a parent or guardian signature.

Fee Cards

Patrons who live within the boundaries of the following cities must pay a \$100 annual fee per household for a PPLC white library card (one card per household).

- Belleair
- Belleair Beach
- Belleair Bluffs
- Residents of Indian Rocks Beach are not members of PPLC but receive reciprocal borrowing privileges and do not pay the \$100 fee. Indian Rocks Beach residents will be issued an Indian Rocks Beach resident card without a fee. Indian Rocks Beach residents must obtain their card from the Indian Rocks Beach Library. They are considered reciprocal borrowers within PALS.
- Indian Shores
- Kenneth City
- South Pasadena

A pro-rated card is available for patrons who live in non-coop areas for shorter periods of time:

- \$25 for 3 months residence
- \$50 for 6 months residence

Staff member issuing this type of card will:

- Collect application and fee
- Enter application into Polaris
- Charge appropriate amount as “Card Fee”
- Mark “paid” in Polaris
- Set appropriate expiration date
- Set correct patron type (Adult fee, visitor, etc)
- Be sure to select proper stat class in patron record
- Mark expiration date on card

Special Cards

If an SPC student has both a PPLC card and a SPC student ID number listed in the database, use ONLY the PPLC card number

Agency Cards

Requires a letter on agency letterhead signed by corporate officer or owner accepting responsibility for fines and lost materials. (1 year renewable)

GENERAL REGISTRATION PROCEDURES

- Accuracy is extremely important. Misspellings may make the patron’s record impossible to search by name or address.
- See style sheet for appropriate abbreviations (St, Av, etc.). Consistency is important for searching by address.
- Information is to be entered in upper and lower case. Do not use all caps.
- **EQUALLY IMPORTANT:** Polaris gets stuck if there are any letters or other symbols in the phone number field. Do not use (“ex” “x”) or “/wk” versus “/hm”. Polaris cannot interpret them and will not dial. Enter the number in a standard phone number format. (727)555-5555 or 727-555-5555 are both acceptable.
- It is important not to put any extensions or text in phone #1 or #2.
- P.O. Box addresses. Any patron using a P.O. Box for their home address must present proof of an eligible street address to qualify for a free card. Exceptions: Victims of domestic violence who have mail specially forwarded. Police officers, fire fighters, and other public service personnel who keep their home address confidential for safety reasons. State of Florida Confidentiality ID.
- **Renewals:** Patron must show proper identification, the same as a new card, to renew a library card. Any fine/fee balance on the card must also be paid in full to renew a library card.
- **Lost or stolen cards:** Ask patron to confirm identification and correct registration information before issuing a replacement card. **Replacement fee** is \$1.00 for a lost/stolen card.
- **Change of address:** Patron must show proper identification, the same as a new card, to report a change of address.
- **Name Change:** Patron must show proper identification, the same as a new card, to report a change of name.