



Library Card Policy

Harrison County Public Library cards are free to all Harrison County residents and property tax payers. It is necessary to verify a resident's address in order to issue a library card. To register or renew a library card, residents are required to provide one of the following:

- A valid Indiana driver's license or other form of state-issued identification card with photo and current address;
- A photo ID with a document establishing a current Harrison County address such as a piece of delivered mail (with the envelope postmarked within the past 90 days) which could include a bill or letter and a Social Security card;
- If the address on the photo ID is incorrect, a Social Security card and a piece of delivered mail (with the envelope postmarked within the past 90 days) such as a bill or letter may be accepted;
- A photo ID and proof of property ownership in Harrison County (a current tax bill) with an Indiana driver's license number or a Social Security card.

Applicants are asked to complete a short application form in person or online including:

- Name
- Address
- Phone Number
- Township
- Indiana driver's license number or photo ID number (Social Security Number is an acceptable substitution)

For residents under the age of 18, a parent, guardian or caregiver meeting the above requirements needs to sign the application accepting financial responsibility for materials checked out on the minor's card. An adult sponsor is required to have an

existing library card in good standing or will apply for a library card at the time of application for the minor's card.

All resident library cards are valid for three years and may be renewed.

Temporary Resident Cards

To accommodate temporary Harrison County residents (such as RV Park and short-term apartment tenants) a temporary resident card is available for adults ages 18 and older. To apply for a Temporary Resident card, a person is required to provide:

- a photo ID;
- an Indiana Driver's License number or Social Security Number;
- a piece of mail with a recent postmark sent to the applicant's rental address and;
- a rental receipt.

Temporary Resident cards will be valid for 6 months and exclude checking out hotspots. A Temporary Resident card may be renewed if the cardholder again supplies a current piece of mail with postmark and rental receipt.

Reciprocal Borrower Library Cards

Any Indiana resident who has a current public library card in good standing from their local library may be granted a Reciprocal Borrower Card for use at the Harrison County Public Library if their home library is one of the more than 150 libraries participating in the Indiana Statewide Reciprocal Borrowing Covenant. Applicants can find out if their library is a member of the borrowing covenant by asking at an HCPL circulation desk or contacting their home library. HCPL also has a local borrowing agreement with the Floyd County/New Albany Public Library making Floyd County residents with library cards in good standing eligible for an HCPL reciprocal library card. Applicants for reciprocal cards are required to provide a photo ID, proof of residence and complete an application card. Reciprocal cards are good for one year.

Public Library Access Card (PLAC)

Any person who holds a valid Indiana public library card from their local library may obtain a Public Library Access Card (PLAC). A PLAC card currently costs \$65 a year. To apply for a PLAC card HCPL patrons will need to complete an additional application. Residents of other counties must have a home library card in good standing to apply for a PLAC card at any library in Indiana. A PLAC card allows the bearer to check out materials from any library in Indiana, including HCPL. PLAC cards expire after one year.

Non-Resident Paid Card

According to Indiana Code 36-12-2-25, a resident of Indiana who lives outside Harrison County may purchase library services by obtaining a Non-Resident Card for a fee. The non-resident fee is calculated from the HCPL's expenditure per capita and is currently \$57 a year. Applicants for non-resident paid cards are required to provide a photo ID, proof of residence and complete an application card. Non-resident paid cards are valid for one year.

Student Cards

Students grades K-12 who attend public schools in Harrison County have the opportunity to receive a Student Card from HCPL. There is no application to complete. Every student will receive a Student Card key fob unless their parent or guardian opts out. The Student Card allows:

- Access to HCPL's online subscription eResources, most of which are accessible at home or school with a PIN that is emailed to the student.
- Access to HCPL's OverDrive online collection of eBooks, audiobooks and digital magazines that can be downloaded to the student's device.
- Check out of one physical item from any of HCPL's branches at a time.

- Use of HCPL's internet computers.

Students do not have to be residents of Harrison County to receive a student card as non-residents attending a Harrison County school were given access to free library cards by board resolution in 2014.

A Student Card is good for one year.

Teacher Cards

HCPL Teacher Cards are reserved for teachers at public and private schools in Harrison County. Harrison County residents who teach in another county and homeschool teachers do not qualify for the HCPL Teacher Cards and are asked to apply for a resident card instead.

A teacher card allows teachers a loan period of 6 weeks for books, periodicals and audiobooks and a loan period of 7 days with one renewal (if there are no holds) for DVDs. Library staff will pull materials for busy teachers in advance so they can pick them up at their convenience.

To receive a teacher card:

- The teacher must teach at a Harrison County public or private school.
- A teacher with a resident HCPL card must have an account good standing.
- The teacher must complete an application.
- The applicant must be verified as a member of a county teaching staff.

Teacher Cards are intended for classroom use only. Teachers who live in Harrison County are encouraged to apply for a resident card for personal use. Teachers who live outside of Harrison County may wish to apply for a reciprocal card if eligible but will be allowed to use their Teacher Card for personal use as approved by board resolution in 2014. Teacher Card numbers may be used to access OverDrive/Libby eBooks.

Digital Access Cards

HCPL offers Digital Access Cards to library website visitors interested in using the library's databases and other digital content. There is no residency requirement for the

card. The application is found at the bottom of the eResources website page - <https://hcpl.lib.in.us/event-directory/digital-access-card-request-eresources/> . The applicant will receive the Digital Access Card number by email. Digital Access Cards expire in three years.

Digital Access Cards + OverDrive

HCPL offers Digital Access Cards + OverDrive to website users interested in accessing the Indiana Digital Library to download eBooks, audiobooks and digital magazines from OverDrive, and using HCPL's databases and other digital content. Applicants should be Harrison County residents as that is an OverDrive requirement. The application is found on the bottom of the eBook website page - <https://hcpl.lib.in.us/event-directory/digital-access-card-request-overdrive/> . The applicant will receive the Digital Access Card + OverDrive number by email. The card number is valid for three years.

Outreach Cards

Harrison County Public Library offers delivery of materials through Outreach Services to Harrison County residents who may otherwise not have access, such as those in nursing homes and assisted living facilities, shut-ins, and patrons with limited mobility. Materials are selected based on patron preference, request, and availability. Residents wishing to participate in the Outreach Services should contact the library to be registered for an Outreach Card. Outreach Cards are only for use through the program. Those patrons wishing to come into the library and select their own materials should be directed to apply for a resident card. Outreach Cards are valid for 2 years.

Employee Cards

Each library employee is issued a library card. Library employees who are not Harrison County residents may be issued a free library card pursuant to the provisions of IC

36-12-2-25 (f) and the 2014 HCPL board resolution. Employee cards are renewable as long as the individual is a library employee.