

Library Patron Registration	Approved by: Board of Trustees	Date:	1/27/01
	Revised Date:		10/23/01 10/28/03 10/25/05 07/25/06 1/23/07 11/18/08 4/27/10 2/16/16

Residents of the State of Georgia, property owners of Hall County, persons who are employed in Hall County or patrons associated with libraries or library systems with which the Hall County Library System maintains a reciprocal borrowing agreement may apply for a personal library card through the Hall County Library System.

Proof of residency, property ownership or employment information specific to the applicant will be required before issuance of a library card. Appropriate verification of proof will be determined by the library circulation department personnel. This may include a current driver's license, property tax bill, property deed, printed checks, utility bill, a letter from an employer, and/or photo identification. As required by law, all library card applicants will be offered an opportunity to register to vote. Borrowers who do not qualify for a free borrowing card may be issued a library card after paying an annual fee and presenting appropriate mailing information identification. PINES requires that a library card be presented to complete each new library circulation transaction. The library system requires that you present your own library card unless acting as a Proxy Borrower. Borrowers may request that one proxy be added to their registration. The library card privilege term will vary, depending on the patron profile (i.e., resident, temporary privilege, or out-of-state privilege). Patrons are responsible for securing and protecting library cards and all fines, fees and other charges levied against a card until the date the card is reported lost. A patron who is applying for a library card for the first time as an adult will have their juvenile card upgraded and the account will be cleared of any unpaid fines and uncollected items, which will transfer to the card of the responsible parent/guardian. The library system should be notified immediately when the patron has a change in address or a lost card. A replacement charge will be assessed for replacement cards.

Application for a library card (Spanish and English applications in MS Word Format) may be rejected or restricted if the applicant or the person for whom the applicant is responsible has a delinquent record for fines, overdue charges or other financial obligations to the library system.