Borrower Registration and Borrowing Privileges

A. Any person who can furnish a local address and local telephone number may apply for a regular library card at no charge. Visiting patrons must provide identification and proof of permanent mailing address. Members need not be full time residents of Baldwin County to be eligible for library cards. Temporary residents must furnish permanent addresses and telephone numbers as well as those for local residences.

B. To apply for a library card, applicants must fill out and sign an application form and present in person at the library one of the following: a valid driver’s license, passport, P.O. Box receipt, condo rental receipt, utility bill, voter registration, personalized check or mail which has been delivered to applicant.

C. Children may apply for library cards as soon as they are able to sign the application form. Children and the parent or guardian must appear in person to fill out and sign an application (see B. above). The Parent/Guardian of minor children will be held responsible for any damaged, lost or overdue materials checked out on the child’s card.

It is the policy of the Orange Beach Public Library that parents and guardians, not the library staff or trustees, are responsible for monitoring and approving the selection of materials made by minor children. It is the parents or guardians – and only these – who may restrict their children – and only their children – from borrowing specific library materials. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children. The Library staff and trustees cannot and do not act in loco parentis.

D. Library privileges will be extended to applicants without regard for educational, social, racial or cultural status.

E. Owners of Orange Beach Public Library borrower cards assume responsibility for the care and safekeeping of all materials borrowed on their cards. The person in whose name the card is issued assumes responsibility for settling any and all fines, damages, losses, or other assessments incurred by the use of their cards.

F. Card owners are asked to report changes in names, addresses, and telephone numbers to the Library as soon as possible, so that the Library’s borrower records can be kept up to date. Card owners should also report lost, stolen, or damaged cards to the Library as soon as possible.

G. Lost, stolen or damaged library cards may be replaced for a nominal fee.

H. Borrowing privileges may be permanently suspended when a patron has unpaid fines for overdue, lost or damaged materials. Borrowing privileges may also be suspended for continued abuse of library rules, falsification of eligibility requirements or abusive, destructive behavior in the library.

I. Patrons are strongly encouraged to present their library cards at the time of checkout. If a patron has forgotten his/her card, the number of items he/she may check out at that time may be restricted. A person who has forgotten his/her card must present a valid piece of identification proving name and address before materials may be checked out.

J. The Library encourages borrowers to use their own library cards exclusively and not to lend them for use by other persons. However, when a patron wishes to borrow materials using a card that belongs to another person, the Library staff is authorized to use its judgment in assessing the safety of the transaction, and to permit such a transaction when circumstances warrant. Under no circumstances should a person use another person’s library card to avoid paying any fines or fees assessed against his/her own card. The person in whose name the card is issued is responsible and liable for any and all fines, damages, losses, or assessments against said card.

K. Blind and physically disabled or homebound patrons may be served by the library through the Friends of the Library’s Books on Wheels program or by application to the Alabama Regional Library for the Blind and Physically Handicapped.