**New Patron Sign Up**

**Procedures**

**Requirements:**

* An individual must be 14 years or older to acquire a patron card.
* Current form of identification includes a photo ID in the form of either a drivers license with current address, employer or school ID. Additional documents include rental agreements, bank statements, utility bills or voter registration card.
* If address is not current on photo ID, additional documents or a reference may be required.
* ALL new patrons will be subject to a conditional period of three months from their sign-up date.

**Individual Patron Accounts:**

* Each new patron account will be limited to 10 (items) at any given time, during the conditional period.

**Family Accounts:**

* Families that are new to the CPL, can sign up individuals aged 14 years or older. If a family household has a number of individuals aged 13 and younger interested in checking books out, each additional family member can check out 2 (two) books per person on a parental account.
	+ If a family successfully completes their 3 (three) month conditional period and feel that any members the age of 6 and up to 14 are ready for their own card, one can be issued.
	+ New patrons that are within a family that have already been actively using the library, will not be subject to the conditional period or limitations.
	+ Parents/guardians must be present to sign their card should they be under the age of 14.

**Conditional Period Completion:**

* Families and individual patrons that successfully complete their three month conditional period without excessive overdue issues, will be able to check out the standard 6 (six) DVD’s per household with no renewals and up to 30 other items at any given time.
* Families and individual patrons who DO NOT successfully complete their three month conditional period due to excessive over dues, mistreatment of materials, and/or loss, the conditional period will be extended for an additional three months. The account could be subject to additional restrictions.

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