**New Patron Sign Up**

**Procedures**

**Requirements:**

* An individual must be 14 years or older to acquire a patron card without parent or guardian signature. Individuals between the ages of 6 and 14 years old can acquire a patron card with parent or guardian signature.
* New patrons will be subject to a conditional period that limits the account to 10 materials at any given time for three months from their sign-up date. The Director can waive this dependent on extenuating circumstances.

**Family Accounts:**

* New patrons in a family that have active library cards in good standing will not be subject to the conditional period.

**Conditional Period Completion:**

* Patrons with fines and fees attached to their account at the end of the conditional period will not be extended until those fines and fees are under $10 in accordance with the Circulation Policy.

Reviewed: 09/08/2023 Revised: 09/11/2023 Adopted: 09/11/2023