

Courtesy Card Policy

Courtesy cards may be issued to **individuals** who do not live in the South Country School District but who:

- Work in the South Country Schools, or
- Own a business in the district but do not own the business property, or
- Take up temporary residency in the district.

All applicants must show picture proof of identity and one other form of identification, which may include a lease agreement, employment contract, or business card. Temporary residents must fill out a Proof of Temporary Residency form.

Proof of employment, business ownership or temporary residency must be processed and/or approved by the Head of Circulation or the Director.

Registration is valid for one year from the date of issue for School District employees and business owners. Temporary residents' registration is valid for the duration of their residency, not to exceed one year. Re-registration, including proof of identity, residency and or business association must be presented each year for renewal.

A Courtesy Card allows the individual to borrow materials as a "Local Use Only" patron, which means that the card may not be used in other libraries. All Brookhaven Free Library circulating materials may be borrowed, and the public computers may be used.

These privileges extend **ONLY** to the registered card holder, and may not be loaned or transferred.

Adopted 9/21/98

Amended 5/19/2008