



CARD REGISTRATION POLICY

A valid Custer County library card is issued at the main library in Custer or the branch library in Hermosa when the applicant provides proof of identity and proof of residency or property ownership in Custer County. If a person is restricted at another library within Black Hills Library Consortium, the restricted account must be cleared before receiving a Custer County Library card.

The following items are defined and explained to fully show our card registration policy. Library User Types, Requirements for Card Registration, Authorized Users, Non-Residents Cards, Card Account Renewals, and Card Replacement.

Library User Types:

- Residents over 18 Years Old- *individuals who are at least 18 years old and reside in Custer County.*
- Residents under 18 Years Old- *individuals below the age of 18 who live in Custer County.*
- Property Owners with an Alternate Address- *individuals who own property in Custer County but have a different mailing or residential address.*
- Seasonal Residents- *individuals who spend a significant part of the year in Custer County, residing for a minimum of 45 days.*
- Temporary Residents- *individuals using a shelter program in Custer County.*
- Non-Residents- *individuals who do not permanently reside in Custer County.*
- Organizations- *Organizational cards are provided to institutions such as daycares, schools, and other organizations within Custer County.*
- Student Accounts- *Student cards are specifically designed for students enrolled at Custer Jr/Sr High School.*
- Library Visitors- *Library visitors are individuals who may use library facilities and services without holding a formal library card. Visitors typically include individuals who wish to explore the library temporarily, access specific resources, or participate in library programs or events. While they may not have full borrowing privileges, library visitors can engage in various on-site activities and benefit from the available resources and programs.*

Requirements for Card Registration

A photo-identification is required for proof of identity of applicants over the age of 18. Any current government-issued or tribal identification are acceptable. Proof of residency in Custer County is also required. The following are acceptable forms of proof of residency:

- Current SD driver's license,
- Current rental agreement,

- Current utility bill,
- Voter registration,
- Letter from employer or paystub with physical address,
- Or a letter from a verified Custer County resident with whom the applicant is residing.

Persons under 18 years of age must have a parent or guardian's signature to be eligible for a valid library card. The parent or guardian is the guarantor for his or her child and thus is the person who provides the identification and proof of residency and is responsible for fees attributed to that card. If the parent or guardian has a library account, it must be in good standing to authorize the account for the minor.

Property owners must provide proof of property ownership by showing a property deed, real estate tax assessment, verification on the Beacon system, or receipt for payment of real estate taxes on property located in Custer County.

Post Office boxes, personal mailbox services, and commercial mail service addresses may be used as a mailing address but **do not** constitute verification of a physical residence.

Seasonal patrons whose residency is expected to be short-term, but at least 45 days, are eligible for a free library card which will be set to expire at the end of the expected duration of their residency. Proof of identification and residency in Custer County is needed. Applicants can provide proof of residency with the following, such as: letter from employer, rental papers, or pay stubs, etc.

For individuals using a shelter program in Custer County we acknowledge their need for a library card. Special considerations will be made to ensure a more discreet and sensitive approach to their temporary residency verification. The CCL will work directly with the shelter to verify residency.

Organizational cards are provided to institutions such as daycares, schools, and like organizations within Custer County. These cards allow the organization to access library services on behalf of their members or patrons. To obtain or renew an organizational card, proof of affiliation with the organization and Custer County residency may be required.

Student cards are specifically designed for students enrolled at Custer High Jr/Sr High School. These cards are valid only during the school year and are administered at the beginning of each academic year by the CCL Director and Custer School District Librarian. To obtain or renew a student card, proof of current enrollment at the designated schools is required. Student cards provide access to library services for the duration of the school year and cannot be used during the summer break.

Authorized Users

Cardholders can choose to include one authorized user on their account, provided the authorized user has their own account in good standing. This authorized user is permitted to borrow materials on behalf of the cardholder, with the understanding that the cardholder retains responsibility for any borrowed items.

Non-Residents Cards

Individuals residing outside Custer County who wish to access library services may apply for a one-year, non-resident family library card. This card is subject to an annual fee based on the per capita cost of library services in Custer County, see ***Lending and Fee Policy***. To obtain a card, adult family members must present one of the accepted forms of photo identification. All users authorized to utilize the card will be listed on the account and confirmed during the checkout process. Please note that non-resident cards allows for the checkout of physical materials only; it does not grant access to online collections such as OverDrive/Libby due to restrictions imposed by the vendors of these services.

Exceptions to the non-resident fee are granted to educators or homeschooling families residing outside Custer County. To qualify, applicants must show their current school badge or public school exemption certificate at registration. This exemption aims to ensure that teachers have access to materials that will benefit their students, reflecting our commitment to supporting educational initiatives beyond our immediate community. An exemption review process is accessible for applicants who believe they qualify for this exemption. All exemption requests will be evaluated by the branch manager, library director, and Custer County Library Board of Trustees as necessary. Requests for exemption will be addressed at the subsequent board meeting following submission. Determinations will be communicated to all involved parties after the board meeting.

Card Account Renewals

CCL accounts may be renewed upon verification of current physical address and the updating of other contact information. Please see the following chart for the expiration schedule for CCL cardholders:

Card Type	Expiration Schedule
All County Residents	Every Three Years
Property Owners	Every Three Years
Seasonal Residents	End of Custer County Residency
Temporary Residents	Every Year
Non-Residents	One Year from Payment Date
Organization Cards	Every Year
Student Accounts	End of the School Year

Card Replacement

If library cards are lost or stolen, the cardholder must report the loss to the library as soon as possible. Upon verifying the cardholder's identity and assuring good standing, a replacement card will be provided. There is no charge for a replacement card.