

# UPPER MORELAND FREE PUBLIC LIBRARY

## REGISTRATION

Revised:	03/09/2016
Next Review:	1 <sup>st</sup> Qtr 2019
Reviewed:	02/11/2016
Original:	1988

### I. POLICY

A. The purpose of this policy is to distinguish patrons who qualify for a free Upper Moreland Free Public Library (“UMFPL”) membership from patrons who are required to purchase a UMFPL membership.

### B. FREE MEMBERSHIP

#### 1. Permanent Residents:

a) Permanent residents of Upper Moreland Township are entitled to free UMFPL membership. Evidence of permanent residency in the township must be provided, by presenting any one of the following **that indicates a current UMT residence:**

- (1) A valid driver’s license,
- (2) A valid PA DMV-issued photo identification card,
- (3) Photo identification that does not indicate a current UMT residence along with one of the following that has the patron’s name and current UMT address:
  - (a) *A valid Montgomery County voter registration card.*
  - (b) *A recent utility bill.*
  - (c) *A recent credit card bill.*
  - (d) *A recent paycheck.*
  - (e) *A recently signed lease or proof of home ownership.*
  - (f) *A recent bank statement*
  - (g) *An official university document indicating UMT residency*
  - (h) *A valid car registration*

## UPPER MORELAND FREE PUBLIC LIBRARY

2. Children under the age of eighteen (18) are entitled to a free UMFPL membership under either of the following conditions:
  - a) A parent or guardian shows proof of permanent residency in Upper Moreland Township.
  - b) Proof of enrollment in an Upper Moreland Township public school.
3. Non-permanent residents of Upper Moreland Township who are members of any Pennsylvania government-funded library participating in the state-wide reciprocal-borrowing plan may use their specially marked valid library cards to borrow materials from UMFPL. The rules for reciprocal-borrowing privileges shall apply.
4. Members of the United States Armed Services and their families are entitled to free UMFPL membership with military identification and evidence of residency in Upper Moreland Township.
5. Tax-exempt and not-for-profit organizations located within the township are entitled to a limited-use (UMFPL ONLY) card.

### C. PAID MEMBERSHIP

1. Non-permanent residents of Upper Moreland Township, other than those identified in Section I. B.3. of this policy, may purchase a limited-use (UMFPL ONLY) library card for a one-time fee.
  - a) Photo identification and proof of current address comparable to evidence listed above is required.

## II. DEFINITION

- A. Permanent resident is a patron able to provide proof of residency in UMT as listed in Section I. B.1. of this policy.

## UPPER MORELAND FREE PUBLIC LIBRARY

- B. A Non-permanent resident is a patron who does not provide proof of residency in UMT as listed in Section B.1. of this policy
- C. A UMFPL ONLY (limited-use) card entitles the patrons to borrow only UMFPL materials.
  - 1. This card does not permit access to remote databases.
- D. Recent is defined as within the last six months.

### III. RESPONSIBILITY

- A. The director shall review annually the fee charged for the UMFPL card and recommend changes for the board's approval.
  - 1. The amount of the fee shall be equal for all patrons unless otherwise specified in this policy.
- B. The director shall establish necessary procedures to comply with this policy.