

# Greater Clarks Hill Regional Libraries

## Obtaining Library card for minors

*There is no minimum age for a child to receive a PINES card. A parent or legal guardian may register a child [1999.05]. Parent or legal guardian must show proper ID to register a child. A parent or legal guardian must sign the application for all children under 18. Signing a child's PINES card application denotes acceptance of responsibility for all fines, lost or damaged materials.*

A Parent/guardian, who would like to get a PINES card for a minor, is encouraged to also receive a card.

\* If the parent/guardian does not have a library card and does not want to get a library card;

- Parent/guardian must be present and present a valid ID/driver's license in order for the child/children (under the age of 18) to receive a library card. .
- A parent or legal guardian must sign the application for all children under 18.
- The parent or guardian's ID should be entered in the Primary Identification field.  
**Best Practice:** In Parent/Guardian field, Enter the parent or guardian's name followed by the relationship ("Jane Smith, Mom").
- Non-Georgia residents attending school are required to show proof of enrollment.
- If the parent/guardian has a library card, you can use the Save and Clone function to link the minor to the parent's card.
- New cards and/or renewing/updating of cards will stop 30 minutes before closing.

This is our baseline policy. All instances are different and can be decided on case by case if needed.

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## Library Card Renewals (Children and Adults)

If the parent/guardian is renewing the minor's card:

- If the minor's card is in good standing, (under \$10.00 in fines), renew the minor's card.
- Make sure the minor is linked to the adult if adult has a card.

**\*\*\*The parent/guardian does not need to be present if the minor just needs to **renew** their library card. \* IF there is a change in address or it is a replacement card, then the parent/guardian must be present and present a valid ID.**

**When parent/guardian renews their own card, all fines on their own card and all fines on (linked) minor's cards must be paid to zero balance.**

**\*\*\*Staff should verify the identity of the patron and update the patron's information (address, phone number, etc.) This is a good time to add or update the patron's email address, and confirm that the user's full name is entered. Be sure to correct any typos or capitalization problems in the record.**

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