



ST. JOHNS COUNTY PUBLIC LIBRARY SYSTEM

www.sjcpls.org

Policy Title: REGISTRATION - ELIGIBLE BORROWERS

POLICY

Permanent Residents

Any St. Johns County resident/taxpayer may register for a free library card at any St. Johns County Library. SJC library cards can expire due to inactivity, fee blocks, or for address verification. The resident/taxpayer should present photo I.D. and proof of current St. Johns County address, most recent tax statement, or be listed in the Property Appraisers database as proof of eligibility.

Free Non-Resident Cards

A free non-resident is anyone who fits into one of the below categories:

1. Anyone who lives in a Florida county that has signed a reciprocal borrowing agreement with St. Johns County;
2. An employee of St. Johns County and its affiliates (e.g., the St. Johns County School Board; the Constitutional Offices) who resides outside the county;
3. Anyone who lives outside of St. Johns County but owns a business in St. Johns County;
4. A temporary resident who is a student at the Florida School for the Deaf and Blind, Flagler College, St. Johns River State College, First Coast Technical College or University of St. Augustine, or at a daycare or school that is serviced by SJCPLS;
5. Any member of the military who resides in a Florida county

All free non-resident cards are good for one year and may be renewed as long as the card-holder can show proof of their free non-resident status.

Non-Resident Fee Cards

A non-resident is a person who meets one of the following criteria:

1. resides outside the state of Florida
2. is a resident of a non-reciprocating Florida county.

A non-resident may obtain a 1 month, 3 month, or 1 year library card by paying a fee determined by the County.

Institution Cards

An institution is defined as one or more persons formally organized for some purpose or activity.

Restricted User Cards

A restricted user is a library patron who is in transition. These residents have no way to provide proof of their SJC address. A photo I.D. is still required to obtain a restricted user card. Restricted user cards are free but expire at the end of three months. The following restrictions are placed on this card type:

1. Only 2 items may be checked out at a time
2. Only 2 items may be placed on hold
3. No Interlibrary Loan Requests are allowed