



POLICY # 204 – Student Library Cards
Approved by the Board of Trustees 8/21/2017

Policy Statement:

Pursuant to a Memorandum of Understanding between the Ruth Enlow Library of Garrett County and Garrett County Public Schools (GCPS) signed on September 6, 2017, the Library will provide a card to all students enrolled in Garrett County public schools that enables them to access the Library's electronic resources and provides limited access to Library physical resources.

Regulations:

1. GCPS will provide annually an updated file with student records to be loaded into the Library's ILS.
2. All students will be provided with a Library account based on their student ID in lieu of a library card number. This card will enable students to:
 - a. Access online Library resources
 - b. Check out up to three (3) books at a time
3. Materials checked out to these accounts will not incur overdue fines or lost fees. If materials are lost or damaged, the limit to physical borrowing privileges will be reduced by each item lost or damaged (e.g. a student with one damaged book will only be able to check out two (2) books going forward), but online access will remain.
4. Possession of a student account does not preclude students from simultaneously obtaining a full Library card with parental permission.
5. Parents may submit a written request that their child not be permitted to check out books.
6. All student accounts will be terminated when the student is no longer enrolled with GCPS. Students may at that point obtain a Library card in the manner specified in Policy #201.