

Borrower's Policy

Revised 7/14/2015

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The Bullitt County Public Library encourages everyone to use and enjoy public libraries. While many of our services are available to everyone, the ability to sign up for a library account and borrow library materials does have certain eligibility requirements that must be met. In order to be eligible for a Bullitt County Public Library account, a patron must either be:

- A Bullitt County resident;
- A resident of a neighboring county (Hardin, Meade, Nelson, Spencer, or Jefferson);
- A Bullitt County land owner;
- An employee of a business within Bullitt County; or,
- A student attending a Bullitt County school

Visitor accounts can be obtained on a month-to-month basis with proof of current address (see below for requirements).

To apply for a library account, all patrons or their parent, guardian, or responsible party must show identification and proof of current address. Acceptable forms of identification include:

- Driver's license
- Picture ID
- Work ID

Acceptable proof of current address includes:

- Current billing statements
- Recent mail addressed to a residence
- Current pay stub

Adult accounts will be issued to patrons aged 18 and older. Patrons under the age of 18 will be issued a juvenile account and must have a parent, guardian, or responsible party sign their application form; the person that signs the application card must also have a Bullitt County Public Library account in good standing. Patrons must be present to sign up for a library account. Patrons under the age of 18 are eligible to receive an adult account if a parent, guardian, or responsible party signs a permission form. Adult patrons, once they agree to be the responsible party for any account, are financially responsible for any fines and fees charged to the account.

Parents and/or caregivers of those patrons over the age of 18 that require special care may be listed as the responsible party upon request.

Bullitt County Public Library accounts are valid for periods of one year. Accounts may be renewed as long as the patron is still eligible, in good standing, and not over any fine limit. Proof of current address is required in order to renew a library account.

Alternative Account Types

Restricted accounts may be issued to patrons below 18 years of age if they are unable to have a parent, guardian, or responsible party sign their application form. These accounts allow the checkout of a limited number of items and access to some online resources. Restricted accounts expire annually on the date determined by the Bullitt County Board of Education as the beginning of the new school year.

Digital Only account registration allows patrons to sign up to use a collection of Library databases and digital services via the Bullitt County Public Library website. Digital Only accounts may not be used to check out physical materials. Patrons may convert a Digital Only account to a regular adult or juvenile account by visiting a branch and presenting acceptable identification. The Digital Only account is available to patrons of all ages; however, in compliance with the Children's Online Privacy Protection act, registration for children under the age of 13 must be completed by the parent or legal guardian.

A specific card type will be assigned to patrons who are eligible for homebound delivery services, with appropriate item checkout limits and loan periods to fit the needs of the patron and the library.

Bullitt County Public Libraries will issue a library card to an entity instead of an individual, if the organization is willing to assume responsibility for materials checked out to them. The agency will be subject to all the normal library lending policies including fees or lost, stolen, damaged or overdue materials. On a case-by-case basis, branch managers may partner with the Library administration to allow exceptions for agencies to check out restrictions, such as in the case of reference materials. The agencies that check out materials agree to keep them at their facility and not lend them out to third parties to take home. It is the responsibility of the agency to keep track of the material and return them to the library in a timely manner.