



### **About your library card:**

- Library cards are issued for free and are valid for 3 years.
- Cards are available to Madison County Residents and Property Owners. To be considered a resident, you must either reside, attend school, work, and/or pay taxes in Madison County.
- If you do not meet these requirements, or are just visiting the area, the library can issue you a "Non-Resident" card for \$10 per year (no refund).
- Valid identification is required.
- A parent or guardian's signature and identification are required for children 17 and under.
- Cards are valid at any branch and can be used to check out most material at any Cardinal library in North Carolina.
- Cards should be presented to borrow, renew, or request materials.
- All library materials on your card are your responsibility.
- Please notify the Library if you lose your card or move.
- Replacement fee for lost cards is \$1.00.

**Loan Periods:** Materials may be returned to any location. Drop boxes are provided when the libraries are closed.

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|----------------------------------|---------|
| • Books/Audio-books              | 3 weeks |
| • DVDS (25¢ each or 5 for a \$1) | 1 week  |

### **Renewals:**

- All print materials are auto-renewed up to three times if there are no holds on them.
- You can renew in person, online, or over the phone.

**Overdues:** Madison County does not charge overdue fines for late materials. However, materials that have not been returned 30 days after their due date will be billed to the account as lost materials. These charges are removed upon the return of the materials in good condition.

- Fines are assessed at the Cardinal library where you checked out material. If you are a Madison resident who checks out materials at a library that still charges overdue fines, those fines are valid and cannot be removed by Madison County.

### **Special Services:**

- Notary services are available to residents at no charge. We do not notarize car titles.
- Copies and printouts: 25¢ for black and white; \$1 for color.
- Fax: \$2 for the 1<sup>st</sup> page; \$1 for each additional page.