



Circulation Policies

Registration Policy

Library Cards

Free library cards are available for anyone who resides in Robeson County, owns property in Robeson County, or is a student or teacher in a Robeson County school, college or university, or is a resident of bordering counties (Bladen, Columbus, Cumberland, Dillon, Hoke, Scotland).

Application must be made in person at any RCPL location. Proof of identity and current address are required. Applications for children under 18 must have the signature of a parent or legal guardian. By applying for a library card, applicants agree that they will comply with all library policies and that they will be financially responsible for lost or damaged items. Phone and online registration options are not available at this time. Library cards will be designated as Adult, Adult Limited, Juvenile, Juvenile Limited, Institution, or Staff.

Limited Library Cards

Most users of the Robeson County Public Library make use of regular library cards. Library patrons who either do not meet eligibility requirements, or are awaiting required documentation for proof of residency, may apply for a Limited library card. In an effort to maintain ease of access to its collections and services, RCPL makes these cards available as a courtesy to its patrons. Limited cards expire after 6 months. They are not renewable, but may be upgraded to a regular library card. Checkout is limited to 5 items at any time.

Institutional Library Cards

Institutions such as assisted living centers, group homes, or child care facilities may apply for an institutional card. An application for an institutional card must be signed by an individual that has legal authority to sign agreements for the institution. The institution is responsible for all items charged to the institutional card. Institutional cards expire after 1 year.

Identification and Proof of Current Address

Proof of identity can be met with State issued, military, school, work, or other official picture ID or a passport. Proof of current address can be met with official ID with current address; post-marked piece of mail; lease, deed, utility agreement; voter or card registration; insurance card, checkbook, or paystub. These documents must show the patron's name and current address.

Library Card Renewal

Library cards expire every 3 years. Institutional library cards expire every year. Patrons will need to visit any library location to update their information on file. Identification and proof of current address will be required renewing library cards. Patrons may temporarily renew their card over the phone for 6 months. They must come in person to extend for the full renewal period. Limited library cards are not eligible for renewal.

Library Card Replacement

Replacement cards are available with a valid ID for \$1.00.

Circulation of Materials Policy

The borrowing privileges of the Robeson County Public Library are:

1. Library patrons in good standing (accumulated charges less than \$10 and less than 10 overdue items) have borrowing privileges within established loan limits.
2. The borrowing privileges of patrons not in good standing are suspended until overdue materials and/or account charges are below the thresholds of 10 items or \$10.00.
3. Patrons must have either their library card or a valid government-issued photo ID with them to borrow materials.
4. Reference and genealogy materials are excluded from circulation.
5. Patrons who are 18 years of age or older may borrow videos.
6. DVD and audiobook limits are included in the 50 items total.
7. Patrons may borrow no more than 10 items on a subject at a time.
8. Patrons may have 25 active holds. Limited library cards may have 5 holds.
9. Patrons will have 7 days to pick up their holds after notification.
10. Parents or guardians may connect their account to their child's account so that they may pick up holds for them.
11. Adult patrons may pick up holds for another person if they present that person's library card or government-issued photo ID.
12. Renewals, when allowed, are for 14 days.
13. Renewals may be automatic, made online, over the phone, or in person.
14. Renewals are not allowed on materials with waiting lists.
15. Items may be returned to any RCPL location. Book drops may be available for book returns. Audiobooks, videos, and technology should never be put in the book drop.
16. RCPL does not charge overdue fines.
17. A patron may have a maximum of 10 Claims Returned on their account.
18. Fines will be charged for damaged or lost items. Patrons may request to consult a librarian to evaluate replacement options for lost or damaged items.
19. Items will be marked lost when they become 30 days overdue.
20. The Library will refund lost item fines if the patron returns the item in good condition within 6 months of payment.
21. These guidelines also apply to patrons holding valid library cards from NC Cardinal libraries.

Item Borrowing Guidelines

Item Type	Loan Periods	Item Limits	Renewals
Books	14 Days	50	1
Audiobooks	14 Days	25	1
Playaways	14 Days	25	1
Videos	14 Days	5	1
Technology	14 Days	1	0