Borrower Registration

Overview

Patrons must be 18 years of age or older to check out items from the Barton Library. **Exemption**: High school students enrolled in one of the College's High School Programs may check out materials. Parents or legal guardians can create a library account for their minor child by presenting a valid photo ID. The parent or guardian must be present at the time the account is created. The child may then borrow items using this account.

Students

Students must present a valid Barton Student photo ID with a barcode in order to create a patron account.

Faculty/Staff

College employees are not required to show a photo ID when borrowing materials. However, when creating an account for the first time:

- a valid photo ID (e.g., state-issued ID, driver's license, or military ID) is required for verification.
- Faculty and staff must provide their office extension number.
- They must also provide their departmental affiliation and room number if applicable.

Community Members

Community members aged 18 or older who reside in Barton, Ellsworth, Pawnee, Rice, Rush, Russell, or Stafford Counties, or whose home library is part of the Central Kansas Library System, may register for a patron account. To register, individuals must:

- Present a current Kansas public library card.
- Provide a valid photo ID that includes their name and current address.
- Agree to follow the Barton Library circulation policies.

Parents may borrow library materials for children aged 18 or younger. By doing so, parents accept the following responsibilities:

- Accountability for any lost, damaged, or overdue materials.
- Ensuring the suitability of materials borrowed by their children.
- Acknowledgment that library staff will not restrict the borrowing of materials based on the age of the child.

Prohibited Practices
Patrons may not use another person's account to borrow materials or to avoid payment of fees.

Kansas State Library eCard
Patrons may request a Kansas State Library eCard from Barton Library staff. This eCard provides access to online library resources and includes a six-digit identification number.

Contact(s): Director of Library and College Archives
Related Forms:
Relevant Guideline(s) or Plan(s): Circulation Guidelines; Checkout Guidelines; Intellectual Freedom Guidelines; Lost or Damaged Materials Guidelines

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