

# **BRIGHAM CITY LIBRARY**

## **NON-RESIDENT BRIGHAM CITY CORPORATION EMPLOYEE CARDS**

The Brigham City Library has elected to allow Brigham City Corporation (BCC) employees who are non-residents to get a library card for each year they are working for BCC.

With these cards the card holders shall be subject to the Brigham City Library circulation policy and all other library policies and have access to the same library products as other card holders, according to library policies. These cards are for the individual employee.

Employees must bring their BCC ID badges and report in which Department they work. Employee cards shall expire one year from the date of issue/renewal. To renew library cards employees must bring in their BCC ID badges to show that they are still working for BCC.

## **NON-RESIDENT BRIGHAM CITY STUDENTS/SCHOOL FACULTY & STAFF CARDS**

The Brigham City Library, in a desire to support the education of Brigham City students, has elected to allow Brigham City students whose families are not city residents to get a limited use (5 check-outs) library card for each academic year they are attending a Brigham City school in the Box Elder School District. Non-resident faculty/staff for Brigham City schools in the Box Elder School District (BESD) may also get a library card.

With these cards the cardholders shall be subject to the Brigham City Library circulation policy and all other library policies and have access to the same library products as other card holders, according to library policies. These cards are for the individual student or faculty/staff member.

Faculty/staff must bring their BESD ID badges and report in which school they work. Students must bring in their student ID showing that they are enrolled at a Brigham City school for the current academic year. Students who do not receive ID cards from their school may log into the district's website and print out a sheet showing the student's name and the school they attend, or if accessed at the library they can simply show the staff member the information on the monitor of the device they are using.

Student and faculty/staff member cards shall expire on 30 September of each calendar year so that students will have library access through the summer months and into the new academic year. To renew library cards students and faculty/staff members must bring in their ID cards/badges or printouts to show that they are enrolled/working at a Brigham City school for the new academic year.

*Revised and Approved by the Brigham City Library Board of Trustees – March 17, 2015*