

COLUMBIA HEIGHTS PUBLIC LIBRARY

PUBLIC SERVICE POLICY

PURPOSE:

To define who may use the Library

GUIDELINES

Columbia Heights Public Library and Anoka County Library cards shall be issued without charge to all persons who live in or own property in the City of Columbia Heights or Anoka County. The library ~~may~~ will require persons to present identification to verify identity and address at the time of registration and thereafter on a periodic basis. Individuals who are unable to provide current verification of address will be issued a library card which restricts borrowing privileges. Once verification of name and current address are provided, a regular library card will be issued. Any of the following may be used as the basis for initial card application or as ID to confirm/update/extend privilege:

1. Minnesota driver's license or identification card with current address, expired Minnesota driver's license or ID accompanied by ~~paper~~ application for replacement, ~~picture-photo~~ ID with current address issued by a government or tribal agency. ~~Tribal ID.~~
2. Check blanks imprinted with name and mailing address, rental agreement listing the address, or a utility bill dated within 60 days of the current date will be accepted as proof of current residency. Utility bills accepted for proof of residency are electric, gas, water/sewer, solid waste, telephone, cell phone, or cable television. A photo identification card or driver's license will be required along with the utility bill to verify identity.
3. Property tax statements may be used as proof of eligibility for a card in Columbia Heights or Anoka County, and may or may not be used as a mailing address. A photo identification card or driver's license will be required along with the property tax statement to verify identity.

Minor children, aged sixteen and under, must be accompanied by a parent with identification as defined above, when applying for a library card. Parents are responsible for all materials borrowed and fees incurred on the minor's card.

Library cards will periodically ~~expire every four years~~. The borrower's privilege may be extended by producing an accepted form of identification and proof of residency, as listed above.

Residents of other Minnesota Library Districts

Residents of other Minnesota library districts may use the Columbia Heights Public Library as provided by the MELSA Agreement and the Minnesota Statewide Borrowers Compact. A valid

library card issued from their local public library will be required. Loans will be made under the regulations stated in these agreements.

Temporary Residents

~~In order to provide library services to persons without proof of current residence; residents of transitional housing, shelters, or health care facilities; or minors with no legal guardian, the library may issue a provisional library card. Provisional cards, also known as "Basic 2," have a 2-item borrowing limit and expire six months from date of issue. Applicants must present photo identification and have a functional cellular telephone number or email address to receive a "Basic 2" library card.~~

Non-residents

Non-residents not qualified as described above may obtain a library card and may borrow materials upon payment of an annual non-resident fee. The fee will be the same as that adopted by MELSA. This fee is non-refundable.

All registered borrowers, whether resident or non-resident, are provided with the same level of service, except as provided within contractual agreements with vendors or other service providers. Other specialized services may be designated as limited to residents should the Library Board so determine, including interlibrary loan, document delivery, access to digital resources, and internet access.

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~~Card look-up: If a patron wishes to checkout material or use the Internet and is registered for a library card but does not have it in his possession, a lookup may be done if the patron has appropriate photo ID as listed above. A current school ID with photo may be used as appropriate ID for a lookup for Internet only. School IDs will not be used for a lookup for checkout, for initial card registration, or to confirm/update/extend privilege.~~

Approved: _____

Columbia Heights Public Library Board of Trustees _____
Patricia Sowada, Chair

Adopted February 12, 2009
Revised: 3/6/13; 12/1/21