

# LIBRARY CARD POLICY

## Registration for a Library Card

- Application for library cards can be done at the library or online using the library's website.
- Eligibility for a library card:
  - a. Minimum age of five years old;
  - b. Resident of Independence, Iowa; or Resident of Iowa who qualifies for Open Access by living in an incorporated city with a library; or a city or rural area that contracts for library service.
  - c. Identification and current address may be verified through presentation of items such as a driver's license, passport, school ID, utility bill, or **other proof** or documents **documentation**.
  - d. Children 11 years and under must have a parent/guardian signature.
  - e. **The origin, age, background, or viewpoint of the library user does not deny or abridge that person's right to full participation in the use of the library and its material collections as stated through the above eligibility requirements.** *(decided to move this statement from Collection Development Policy to Library Card Policy)*
- Criteria for business card application:
  - a. The business must be located within one of the eligible areas as listed above;
  - b. The principal, manager, owner or department head must apply for the library card;
  - c. The business is responsible for the items checked out on the business card.
- Patrons must have a current library card on file at the library to check out materials and/or equipment.
- Library cards are valid for a period of three years and can be renewed. To renew a card, the patron may be required to fill out a new application form. This can be done in-person or online.

## Responsibilities of Card Holder

- Return materials on time and in the condition they were in when checked out or pay the appropriate fees. (see fee schedule in Fines and Fees Policy)
- Notify library staff of any change in contact information.

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- Share cardholder information only with those you are giving permission to use the card. Possession of a library card or library card number implies cardholder consent unless the card has been reported as lost or stolen, or there is reason to believe that consent has not been given.

## **Lost Card**

- A patron who loses a library card will be charged for the replacement card. (see fee schedule in Fines and Fees Policy)

## **Stolen Library Card**

- A patron who has his/her library card stolen is responsible for all items checked out on this card before he/she notifies the library staff of the theft. Upon being notified of the theft, the staff will replace the card at no charge.
- If a patron has his/her card stolen a second time, then the patron must pay for a new library card.