

## REGISTRATION POLICY

October 11, 2001

Revised 12/28/2006, 06/14/2007, 01/10/2008, 10/6/2008, 9/10/09, 12/8/20

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### **Application** – An individual must

- be a resident of Iowa. Residents from Iowa communities other than Oelwein are counted as Open Access patrons.
- sign a registration card in the library .
- present a picture identification with a permanent address or show proof of an established residence through a *pre-printed* rent receipt, lease, utility bill, or bank statement.

### **Patron Responsibility**

- Patrons are responsible for any items checked out on their account and any fines or fees accrued on their account.
- Adult library cards must be presented for check-out.
- A patron must notify the library if their card is lost or stolen. Upon notification, no items will be checked out on that card.
- The original library card is given to the patron. Replacement cards are assessed a fee.

### **Juvenile Patrons**

- A juvenile card is issued to patrons 3 years of age through 6th grade.
- The registration card must be signed in the library by a parent or guardian.
- The parent or guardian must be a registered patron and in good standing.
- After the juvenile has finished the 6th grade, the juvenile will fill out an adult registration card to obtain an adult library card.
- The children's registration card with the parent's signature will be attached to their adult registration card if the juvenile does not have picture identification with address or have proof of an established residence.
- Juveniles that have finished 6<sup>th</sup> grade, are *registering for the first time*, and do not have picture identification with address or have proof of an established residence will need to have a parent or guardian sign their adult registration card.

### **Nonresident Patrons**

- Individuals who are not residents of Iowa may apply for a library card by presenting picture identification. This card is assessed a fee equivalent to the cost of a replacement card.
- Non-residents may use the computers after presenting a valid form of identification without applying for a library card. Juveniles who do not have a valid form of identification or proof of an established residence will need to have a parent or guardian show valid identification.

Any patron with a valid library card may check out any library material within the guidelines of all library policies.

### **Online Registration for E-Resources**

- Individuals have the option to register for a library card online.
- The patron will fill out the online form and upload their picture identification for library staff review and approval.
- Staff will assign a library card number that is only valid to access e-resources.