

## LIBRARY CARD POLICY

**POLICY:** Library cards are available free of charge to all citizens of Washington, Multnomah, Clackamas, Hood River, Clark, Klickitat and Skamania Counties who can provide proof of current residency. Applicant must be present to receive a card. All patrons registering for a Washington County Library card must show acceptable, current printed verification of name and street address of residence. If a single piece of identification does not meet the criteria, a second piece of identification may be used to furnish the needed information.

### **Acceptable I.D. for adults 18 or over will be:**

Preferred:

- Driver's License, State identification card or picture identification with current address.

If the current address is not on the preferred identification, the following additional identification is accepted as proof of address:

- Dated utility bill or rent receipt
- Canceled envelope addressed to applicant with a current postmark
- Voter's registration card
- Automobile registration

### **Acceptable I.D. for youths under 18 will be:**

- Any of the above in the name of the youth or the name of his/her parent/legal guardian. This does not include babysitters, nannies, day-care providers or grandparents.
- Current local Student Body Card with picture.
- A completed card application that includes parent/legal guardian information and is verified by youth's teacher if card is obtained during school visit.

Parent(s) or guardian(s) of all youths under age 18 will receive a letter outlining guidelines for library use.

There is a charge for replacement cards. (Same identification requirements apply). Those individuals not eligible for a free library card may obtain a card for yearly nonresident fee.

### **Borrower's responsibility**

Patrons enter into an agreement with the Library when they obtain their library card. The library card states that "I accept full responsibility for the use of this card. I will give immediate notice of loss of card or change of address." The signature of the cardholder signifies acceptance of this responsibility.

The Library requires patrons to present their cards, appropriate identification, or library card number with verification of address or phone number before checking out materials. Unless reported as lost or stolen, it is implied that a person possessing a library card has permission from the owner for use. Cardholders are responsible for notifying the Library when their card is lost or stolen. Patrons are responsible for all charges until their card is reported lost, including items checked out on the card prior to reporting it lost.

To avoid referral of the account to collections and to be considered for a waiver of fees, cardholders must immediately file a police report of theft and unauthorized use. They must then submit a copy of this report to a Library Circulation Supervisor to avoid referral of the account for collection.

Patrons who have lost their card may be issued a new one. Printed verification of name and address of residence is required. Picture identification is the preferred verification.

Retrieval of lost items is the library's priority. Replacement charges will be removed for lost items returned in good condition within a reasonable amount of time. Overdue charges will remain.

#### Library Cards for Children

All individuals, including children, must be present to be issued a library card. All cardholders, including children, are entitled to record privacy. It is recognized that parents or guardians have fiscal responsibility for children under the age of 18. The parent or guardian's name is required information on a child's library card, as well as the birthdate of the child. The parent or guardian is issued a letter with an explanation of library policies – including the need for the parent to have the child's card or card number in order to access information on the child's library record.