



## Policy 3.1 Library Cards

Adopted by Library Board of Trustees  
6/26/2008

### 3.1 Library Cards.

The circulation policies of the North Olympic Library System promote broad community access to the materials in the library's collections while providing a reasonable level of protection for these materials. This policy is in accord with the American Library Association's Library Bill of Rights.

NOLS library cards are issued in order to identify individuals who are authorized to:

- check out NOLS library materials, and/or
- use in-library public internet workstations, and/or
- access on-line databases and resources which are licensed for NOLS card holder use.

NOLS issues cards to reflect the following categories of borrowers:

- Full Service
- Limited Service
- Paid Subscriber
- Homebound/ Homebound Institutions
- ILL Institutions

All library cards are valid for three (3) years. In order to maintain accuracy and currency in patron records, patrons will be asked to verify their address and phone number annually.

#### 3.1.1. Full Service Library Cards

A Full Service library card allows a patron to borrow library materials, with no specified limit on the total number of items that may be checked out.

- c. Any resident of, or property owner in, Clallam County may receive a Full Service if able to provide proof of identification (ID), current address, and

residency/property ownership by any means described in section 3.1.6 of this policy.

- d. Young people under the age of 15, may receive a Full Service card if authorized by a parent/guardian who can establish proof of identity, current address, and residence/property ownership eligibility (either for the Parent/Guardian or the Minor).
- e. Emancipated minor residents of Clallam County must provide court-ordered proof of emancipation, in addition to proof of identification (ID), current address, and residency/property ownership.
- f. Full Service cards may also be issued to residents of communities with which NOLS has reciprocal borrowing agreements. Proof of ID and current address in the reciprocal borrowing community are required.

### **3.1.2. Limited Service Cards**

The Limited Service card allows a patron to have up to five (5) items checked out at any given time. Limited Service cards may be issued to any individual who does not meet qualifications for a Full Service card, but who can establish proof of identity as described in section 3.1.6 of this policy.

Parental approval is not required for a limited service card.

### **3.1.3. Paid Subscriber Cards**

Paid Subscriber cards are available for individuals who do not meet the residence/property ownership qualifications for Full Service cards, but who wish to be allowed the privileges of the Full Service borrower.

Paid Subscribers must establish proof of identity and proof of current address as set out in section 3.1.6 of this policy.

The fee for the Paid Subscriber card is \$60 per year, or \$30 for six months, per household. Paid Subscriber cards will not be issued for less than a six month period. "Household" is defined as the individuals who comprise a family unit and who live together under the same roof. Every person in the household may have an individual library card for the single fee.

### **3.1.4. Homebound /Homebound Institution Cards**

Homebound cards and Institution cards are issued only by the NOLS Outreach department staff, in conjunction with the Outreach to Homebound program.

### **3.1.5. ILL Institution Cards**

ILL Institution cards are issued only by the NOLS Inter-library Loan department staff, in conjunction with Inter-library loaning and borrowing.

### **3.1.6. Proof of identification, address and residency**

Proof of identity, current address, and residency/property ownership may be established by providing one or more of the following, in sufficient combination to meet the requirements for the type of card to be issued:

- a. valid driver's license
- b. other government issued photo ID
- a. current school ID with photo of student
- b. current utility bill
- c. checks imprinted with name and current address
- d. canceled official mail, postmarked within the last two weeks
- e. typed lease showing current address
- f. voter registration card
- g. recent property tax statement
- h. deed or official title document verifying ownership of land in Clallam County

### **3.1.7. Lost, Stolen, and Replacement Library Cards.**

Patrons must report lost or stolen cards to the library in order to avoid being held responsible for materials checked out on their cards after the loss or theft is reported.

If a patron reports a card lost or stolen, the patron must provide identification in accordance with Policy 3.1.6 above in order to be issued a new library card. Replacement cards will be issued at no cost.

When a patron moves, it is the responsibility of the patron to promptly inform the library of the new address.