

Policy 3-6-2. Library Card Registration

*Revised
5/18/2022*

A. Application

To receive a full-service library card, patrons aged 16 and older must complete and sign an application, providing name, street address, telephone number, date of birth, and proof of identity with photo.

Applicants under 16 must complete an application, providing name, street address, telephone number, and date of birth. Applicant must be accompanied by adult over age 18 accepting responsibility for the minor's use of the library card.

Adult signing application must provide name, address, and proof of identity with photo.

Applicants under 16 may also receive a 2-item limit library card through their school/educator. The library will assume that the school/educator has obtained necessary permissions from the parent/guardian for student cards.

JCLD recognizes privacy concerns regarding retention of personal information. Library card applications are destroyed within 30 days of review, and identifying information within the integrated library system may be deleted or altered upon patron request.

B. Proof of Identity and Address

The person accepting responsibility for use of the library card (the adult applicant or the adult signing a minor's application) must provide proof of identity and of current residence address. Acceptable forms of proof of identity include a valid driver's license or a state ID card. Acceptable forms of proof of current residence address include: a valid driver's license, state ID card, utility bill, rent receipt, lease or mortgage agreement, imprinted check, or a postmarked piece of mail delivered to the street address. Staff members are encouraged to use sound but flexible judgment in accepting applications and address proof, remembering that our goals are to verify that the applicant lives within the area that supports JCLD financially and to have enough information to contact the patron regarding overdue, billing, and other notices.

C. Missing Cards

All patrons are expected to bring their library cards with them if they intend to check out items. Exceptions may be made for the occasional forgotten card on a one-time basis.

D. Expiration

All library cards will automatically expire in accordance with the type of card issued. Cards must be renewed with valid proof of address and identification appropriate for the type of card. Outstanding fines should be resolved, and out-of-district fees are due at renewal. Rebates are not available for any unused portion of time remaining on out-of-district cards.