

## Library Card Policy

**APPROVED: Board of Supervisors**

**Date:** April 28, 2003, Rev. June 18, 2007

**Section:** 4110

### **Purpose:**

The purpose of the Library Card Policy is to identify the types of library cards that will be issued, to define the privileges afforded by each of the three types of library card, and to provide staff and the public with conditions under which library cards will be issued.

1. A library card is required to check-out library materials and access some library services.
2. Responsibility for all library materials checked-out with a library card lies with the cardholder. By accepting and signing the library card, the cardholder agrees to comply with all policies of the Mohave County Library District.
3. The cardholder is responsible for all materials borrowed and for any fines and fees assessed when materials are lost, stolen, damaged, or returned late. The library card is not transferable.
4. Notice must be given to the library when the library card is lost, stolen, damaged, or when the cardholder changes name, mailing address, e-mail address, or telephone number.
5. Each user profile has specific circulation privileges. The following library card profiles will be used:
  - a. **CUSTOMER:** to be used by individuals.
  - b. **INSTITUTION:** to be used for businesses, schools, and other organizations. One person, such as a department director or business owner, is designated as the responsible party. All items circulate for 30 days. The total number of charges allowed is 50 items.
  - c. **SPECIAL:** to be used for staff, volunteers, retired staff, and other specially designated individuals. The cardholder is exempt from fines.
6. All library cards will expire one year from date of issue. Library cards that are free of fines and fees and have not had any activity for three years after the expiration date will be purged.
7. A replacement fee of \$2.00 is charged for lost, stolen, or damaged cards.
8. It is the intent of the Mohave County Library District to provide library services to all persons who can show valid government issued photo identification for

proof of name and proof of a current local mailing address, except General Delivery. Cardholders must comply with the policies and regulations for use as established by the Library District Board of Trustees.

9. All applications for a library card must be made in person.

a. Adult status library cards are for those 18 years old and older, or for those showing legal proof of emancipated minors' status.

b. All children under the age of 18 years must have a responsible adult who presents proof of his or her name and mailing address in order to receive a library card. The responsible adult must also meet borrower requirements and be present and sign the child's library card.

c. The purpose of the parent/legal guardian or responsible adult's presence and signature is to provide notification that the library is not responsible for monitoring materials checked-out or services used by children and that the adult is financially responsible for lost, stolen, damaged, or unreturned items.

10. Applicants must fill out a library card application form, show valid government-issued photo identification, and, as needed, one of the following forms of information to verify name and current local mailing address.

a. A current utility bill (current or previous month).

b. An imprinted personalized bank check.

c. A rent receipt or other local business receipt showing name and mailing address (current or previous month).

d. A Department of Economic Security (DES) card.

e. A piece of personal mail with the applicant's name and current mailing address postmarked for the current or previous month.

f. Verification of a parent/guardian or responsible adult's address through existing borrower records.

g. Other appropriate material at the discretion of the branch librarian/community library coordinator.

11. All applicants for a borrower's card will be asked to provide their month, day, and year of birth, but no applicant will be denied a card based on their refusal to provide this information.

12. Non-Mohave County permanent residents of nearby communities or non-resident Mohave County property owners may apply for a library card.

13. The Mohave County Library District reserves the right to forfeit borrower's privileges for any and all offenses against library policies.