

WAUKEE PUBLIC LIBRARY	BOARD
SECTION 3.1	APPROVED 1/87
LIBRARY CARDS	REVISED 6/94, 3/02, 10/04, 11/05, 09/09, 04/12, 07/12, 5/14, 11/15

LIBRARY CARD POLICY

Qualifications

All Residents of the state of Iowa are eligible to register for a library account. Residents of cities not in compliance with Iowa's Open Access agreement are excluded. Library cards will be issued to any eligible resident age five or older.

To open an account, an individual must complete a library card application. Applicants must also present photo ID and proof of current address in person.

The following are acceptable forms of picture ID:

- State Issued Driver's License
- Military ID
- School ID
- Passport

Proof of Iowa residency is also required. The following are acceptable verifications of current Iowa residency:

- State Issued Driver's License with current address
- Utility bill postmarked within 30 days
- Bank or other financial statement with address
- Check stub from current employer reflecting address issued within the past 30 days

Minors Under 14

A library card may be issued to a minor under the age of fourteen only with the parent or legal guardian present at the time of issuance. The qualifications outlined in section apply to the parent or guardian. The parent or guardian shall be responsible for all materials or property obtained by the minor under the age of 14 through the use of the library card as though the parent had checked out the material or property themselves. Only the parent or guardian may change the information on the minor's record. However access to information about the minor's record is limited. (see policy 4.1 Confidentiality of Library Records)

Usage of Library Cards

- Library cardholders must use their own library card to check out materials or use the public computers.

- A library card or photo ID must be presented to gain access to information contained in a members' library account.
- Library cardholders may authorize another person to use their library account by notifying library staff.
- Library cardholder accounts or borrowing privileges may be revoked or suspended if it is determined that their card was improperly issued or used.
- It is the library cardholder's responsibility to notify the library of a change of contact information.
- If the cardholder has become ineligible due to change of contact information, or any other reason, their borrowing privileges may be suspended.
- Verification of identity for renewal and replacement of library cards is required. Library card replacement cost is set by the Library Board of Trustees.
- Library accounts may be closed only when all materials have been returned and all fines/fees have been paid. The individual account holder or adult responsible for a minor's account must request closure in person or by a written/signed request.
- Library accounts may be closed after three years of inactivity and if all items have been returned and no fines remain.

*Definition – Open Access is a state wide “library card” program. Participating libraries allow any Iowa citizen to check out materials from libraries other than their home library.

Library Card Types

Library cards will be given to those who are eligible and have proper identification. In some instances a special card type may apply.

Educator Cards/Institutional Cards

Educator/Institutional Cards are available to teachers and other educational based organizations. This program is designed for teachers in public schools, private schools, preschools, daycare centers, in home day care providers, homeschool parents, and retirement and assisted living centers.

The following guidelines apply to Educator Cards/Institutional Cards customers only:

- Cards are made in the name of an individual teacher or caregiver.
- The cardholder is responsible for lost materials.
- A maximum of one hundred (100) items may be checked out on the card.
- The loan period is four (4) weeks. Items may be renewed.
- Audio books may be checked out; DVDs may be checkout for one week.
- No late fines are assessed. Patron will be responsible for lost or damaged fees.
- The library reserves the right to restrict or limit the inclusion of high-demand items such as new fiction, audio books, and books on popular topics.
- Failure to follow these guidelines may result in loss of borrowing privileges.

Homebound Cards

The purpose of the Homebound Card is to provide home delivery of library materials, through the use of volunteers, to Waukee library patrons who are unable to visit the library facilities due to a long term physical disability or illness. Homebound service is a free service, relying on volunteers to do the delivery/ pickup and library staff to select materials.

The following guidelines apply to homebound customers only:

- Cards are made in the name of the homebound patron.
- The cardholder is responsible for lost items.
- Books in large print, books in regular print, audio books, and magazines are available for homebound service. DVDs are not eligible for homebound services as they involve a shorter checkout period.
- A maximum of fifty (50) items may be checked out on the card.
- The loan period is four (4) weeks. Items may be renewed.
- No late fines are assessed. Patron will be responsible for lost or damaged fees.
- Once a patron is signed up for Homebound Service, he or she contacts the library when materials are needed. The homebound librarian will select the materials or obtain the requested materials and contact the volunteer. The volunteer will then contact the homebound patron to arrange a pickup/delivery time. In some cases, a family member or friend may do the selection of materials and transport them to the homebound patron. In all cases, the homebound library card remains at the library.

Temporary Resident Library Cards

Temporary Resident Library Cards are available for patrons who are visitors from out-of-state or abroad living in the Waukee area for less than 6 months.

To open an account, an individual must complete a library card application. Applicants must present a photo ID. Temporary card holders must abide by the same rules as regular library card holders.

Exceptions are as follows:

A maximum of five (5) items may be checked out on the card.