

Policy 11: Library Card Issuance

All residents of the Henry County Library taxing district or anyone who pays property taxes in Henry County is eligible for a library card. The following rules apply to the issuance of library cards:

- A. Anyone desiring a library card who is 18 years of age or older must provide valid photo ID (such as a driver's license, military ID, or school ID) and proof of current residency in the Henry County taxing district or proof of ownership of property in Henry County. Two (2) proofs of residency must be presented if the address on the photo ID shown is not current. Library cards expire on a yearly basis.
- B. Anyone who is not a resident or does not own property in Henry County may purchase an Out of District User (ODU) card for \$15.00 per year. A valid photo ID and proof of current residency must be presented. Out of District Users cards must be renewed on a yearly basis.
- C. Temporary cards may be purchased for \$2.00 per month, not to exceed three (3) months. Temporary cards are restricted to a four (4) item checkout limit. A valid photo ID and proof of temporary residency in Henry County must be provided to obtain a card.
- D. The requirement to present a photo ID to obtain a library card will be waived for Amish patrons and any group with a religious exemption for photo identification requirements.
- E. Guest passes for one (1) time computer use are issued for \$1.00. Guest passes are valid for two (2) hours. A valid photo ID must be presented. A guest pass will not be issued to any Henry County Library cardholder.
- F. Institutional cards may be issued at the discretion of the Director upon completion of an Institutional Card Library Application. Normal checkout limits and/or checkout periods may be reduced or extended as determined by the Director. Institutional cards must be renewed on a yearly basis.
- G. School cards may be issued to any school district within Henry County for

use by administrators and faculty as assigned. A photo ID must be presented by the person responsible for possessing the card, and the school's administration must authorize the issuance. School cards must be renewed on a yearly basis.

H. A minor, defined as anyone who is five (5) through seventeen (17) years of age, may obtain a library card provided that a parent or legal guardian signs

the Parent/Guardian Consent for Library Use by a Minor. By signing the consent, the parent/legal guardian acknowledges that the minor is allowed to check out any materials within the library without restriction and that the Henry County Library staff is not responsible for their selections. The parent/legal guardian must also provide a photo ID and proof of residency or property ownership in the Henry County taxing district as outlined above or have a library card in good standing. Additionally, the parent/legal guardian must sign an agreement stating: "You must present your library card when checking out all materials and for internet access. You are responsible for all materials borrowed with your library card. You are responsible for all fines and fees incurred for overdue, lost, or damaged materials borrowed with your library card. You are required to notify the library of the loss of your library card or any change of address." The parent/legal guardian is responsible for determining whether a minor aged 10 - 17 may access the public computers at the library. Minor cards must be renewed on a yearly basis.

I. All Minor cards will be linked to the cards of their parent/legal guardian if the parent/legal guardian has a library card.

J. Mid-Continent reciprocal cards may be issued to Mid-Continent Public Library cardholders who are verified to be in good standing. A photo ID and proof of residency must be presented. The \$15.00 Out of District User fee will be waived for Mid-Continent reciprocal cardholders. Mid-Continent reciprocal cards may be renewed on a yearly basis provided the Mid-Continent Public Library account remains in good standing as verified by library staff.

K. The cost for the replacement of a library card will be \$1.00.

L. Each new library cardholder will receive an informational New Patron Packet.

M. The cardholder must sign an agreement stating: "You must present your library card when checking out all materials and for internet access. You are responsible for all materials borrowed with your library card. You are responsible for all fines and fees incurred for overdue, lost, or damaged materials borrowed

with your library card. You are required to notify the library of the loss of your library card or any change of address."

N. Patron information may be shared when required by law but otherwise shall not be shared or disseminated by the library.