

## **BOARD OF TRUSTEES POLICY**

## **Library Card Policy #21**

**Tipp City Public Library  
11 E. Main Street  
Tipp City, OH 45371**

### **I. Registration**

- A. Individuals may apply for a library card with proper identification and proof of Ohio residence. Patrons must be present to be issued a library card.
- B. Children under the age of 18 must have a parent or legal guardian present to sign the card application and provide identification and proof of Ohio residence.
- C. Proper identification sources include the following: Photo ID (valid Driver's License or Non-Driver ID, Military ID, School ID, or US Passport). If photo ID does not provide verification of current Ohio residency, supporting documentation verifying residency within the State of Ohio is required.
- D. Supporting documentation may include, but is not limited to: automobile registration, rental lease/agreement, or utility bill for place of residence.

### **II. Damaged Materials**

- A. Definition of Damaged Materials
  - a. Damaged materials are those items that require replacement or repair for damages in excess of normal wear and tear.
- B. Evaluation of Material Condition
  - b. Library staff will evaluate the condition of materials upon return. When materials are borrowed from other libraries, the owning library is responsible for evaluation of damages and assessment of charges. Items will remain on the patron's card until the owning library evaluates the item's condition.

### **III. Borrowing Guidelines**

- A. Responsibility
  - a. Cardholders take full responsibility for all materials borrowed on their card and for payment of fines and fees assigned to the card.

- b. Patrons assume responsibility for notifying library staff if a card is lost or stolen.

#### B. Privileges

- a. A valid library card is required to checkout library materials, excluding materials intended for in-house use.
- b. Identification—at time of checkout, library patrons must present one of the following: 1) valid library card, 2) photo ID listing their legal name and date of birth, or 3) a picture of their library card, with barcode numbers visible. Children under the age of 18 years without their library card will be given one opportunity to check out with name only, which will be noted in their record. Exceptions allowed only under authorization of the Library Director.
- c. Under authorization of the Library Director, patron privileges may be cancelled for any patron if a pattern of abuse of privileges is established.

#### IV. Confidentiality

- A. In an effort to protect patron confidentiality, library staff will not disclose patron account information to anyone other than the cardholder. This policy does extend to those records involving patrons under the age of 18 and the developmentally disabled. Caregivers should be aware that if they want information about the items their child has currently checked out, the child must be present with the parent or legal guardian to request the information.
- B. The library will release information to the parent or legal guardian of a minor child for the purposes of recovering overdue material and settling accounts for lost, late, or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or legal guardian may be considered liable.