

# **Fort Dodge Public Library**

## **Library Cards and Cardholder Responsibilities**

### **Policy**

Fort Dodge Public Library strives to provide all patrons with fair and equal access to library materials.

### **Library Materials and Resources**

All patrons may have access to library materials while in the building.

A valid library account is required to make use of some library services. To check out library materials or use some online resources library cardholders must have a borrower account in good standing. To use public access computers, library cardholders must have a borrower account in good standing. Visitors and non-cardholders may use public access computers by providing proper identification and obtaining a pass.

### **Library Card Eligibility**

Residents of Fort Dodge, unincorporated areas of Webster County, and communities contracting with the Fort Dodge Public Library are eligible to register for a library card.

Residents of communities that are members of the BEACON Consortium are encouraged to register for a library card with their home library. They are then welcome to use their home library card at the Fort Dodge Public Library to borrow materials as well as use the public access computers.

All other residents of Iowa living in communities participating in the Open Access program are eligible to register for a library card.

### **Registration/Identification**

#### ***Applicants 18 and Older***

Applicants 18 and older must present a photo ID and proof of current address. A photo ID may include a valid driver's license, state, school, or military issued ID or passport. Proof of current address may include a valid driver's license, recent bill, lease, blank check, car registration, or a piece of mail received at the current address within the last 30 days. Persons residing in a shelter, correctional facility, or a residential treatment facility are also required to provide a letter from the facility stating they are currently a resident of said facility. Arrangements for a library card will be made for homebound applicants who will be participating in the library's Books on the Go program.

#### ***Applicants 14-17***

Applicants 14-17 years of age who are not accompanied by a parent must present a photo ID to apply for a card. A photo ID may include a valid driver's license or learner's permit, state or school issued ID or passport. If the photo ID does not include a current address, teens must present a document that includes their name and current street address. A handwritten note is not acceptable. A photo ID from a parent or guardian who is present at the time the card is issued is also sufficient. Library staff will not call a parent or legal guardian to verify an applicant's address or other information.

### ***Applicants Younger than 14***

Applicants younger than 14 must have a parent or guardian present to apply for a library card. A photo ID with proof of street address of the parent or legal guardian is required. A guardian may be requested to supply documentation showing that they are legally responsible for the child being issued a library card.

### ***Temporary or Special Temporary Status***

For the first 60 days after registering for a new library card, patrons will be limited in the number of items they can have checked out. They may have any combination of up to five (5) items in the following categories: books; magazines; audiobooks; or music CDs. They may also have one (1) DVD checked out.

Patrons living at the YWCA in Fort Dodge (826 1<sup>st</sup> Ave N) are limited to checking out two (2) books per an agreement with the executive director of that facility.

Library cardholders residing in a shelter, correctional facility, or residential treatment facility will remain on Temporary Status as long as they are staying at said facility. Upon leaving the facility and providing proof of their new/current address, their status will be changed.

### **Borrower Responsibilities**

- Borrowers are expected to comply with the library's policies and procedures.
- Borrowers must present their physical library card, a digital representation of their library card or a photo ID to check materials out or to use the public access computers.
- Children without a photo ID will be allowed to check out materials without their library card after answering a few questions to establish their identity.
- Borrowers are expected to use their own library cards when checking out materials or using public access computers.
- Cardholders are responsible for all materials checked out on their card regardless of who presented the card at check out as well as any fees accrued on their card. Therefore, the library discourages patrons from allowing anyone else to use their card or to check materials out for someone else.
- In the case of a minor child, the parent or legal guardian will be responsible for all materials checked out on that child's card as well as any fees accrued on said card. (Iowa Code 613.16 – Parental responsibility for actions of children)
- Cardholders must notify the library of any changes in account information (name, address, telephone number, etc.).
- Cardholders must notify the library immediately when a library card is lost or stolen; cardholders are responsible for all account activity until the library is notified about a lost/stolen card.
- Borrowers must return library materials, including all parts and packaging, in good condition.

### **Library Cards – General Policies**

- Individuals may apply for a library card using our online registration form. A temporary card number will be assigned so materials can be placed on hold. The Library's online and downloadable resources are not accessible with this temporary card number. Applicants must come into the library to get their permanent card within 14 days.

- Borrower accounts are considered to be in good standing if they have less than \$20.00 in fees and/or no lost or overdue items on their library card. Borrowers' access to library materials, services, and public access computers will be suspended if their accounts are not in good standing.
- Library cards issued to children are intended for their use only.
- An applicant's signature on the registration card indicates that the statement of responsibility has been read and agreed to.
- Library cards expire annually and are subject to verification of current contact information by library staff. Borrowers' access to library services and public access computers may be suspended when a library card expires.
- Library cards not used or updated in three years will be removed from the library's database. In the event of removal, a borrower will be required to complete a new registration form. A new card will be issued at no charge.
- Cardholders who have lost their library card may purchase a new one for \$1.00 upon proof of identification. Any outstanding fees must be paid down so that the borrower's account is in good standing before a new card will be issued.
- The Library Director reserves the right to change the status of any library cardholder if they are consistently unable to comply with the library's circulation policy or due to excessive fees on their account.
- The Library Director reserves the right to refuse to issue a library card to a minor child if the child's parent or legal guardian has excessive fees for lost/damaged items.
- The Library Director may revoke a borrower's library card for misuse or abuse of library policies, materials, online resources, public access computers or equipment.

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