

Mid-Columbia Libraries 405 S DAYTON, KENNEWICK, WA 99336 509.582.4745		Circulation Policy	
		SECTION: 210	NO. 40
TITLE: <i>ACQUIRING AND USING AN MCL LIBRARY CARD</i>			
COVERAGE: <i>CARDHOLDERS</i>	RESPONSIBLE: <i>PUBLIC DESK STAFF</i>		Page 1 of 4
AUTHOR: <i>EXECUTIVE TEAM</i>	SUPERCEDES: CIRCULATION POLICY: Library Card Registration		
REVIEWED BY: <i>PLANNING AND DEVELOPMENT COMMITTEE</i>		APPROVED BY: <i>BOARD OF TRUSTEES</i>	
ADOPTED: <i>APRIL 18, 1994</i>	REVISED: <i>SEPTEMBER 18, 2006</i> <i>SEPTEMBER 15, 2008</i> <i>FEBRUARY 17, 2009</i>	EFFECTIVE: <i>JUNE 1, 2009</i>	NEXT REVIEW:

1. PURPOSE:

- Require all patrons, resident and non-resident alike, to present Photo ID and proof of current address to obtain and update a library card. Require library card to be presented during library transactions.

2. SUMMARY OF FEBRUARY 2009 REVISION:

- Including a provision allowing parents/guardians the ability to view their child's library account in the case of negative account activity (e.g. overdue fines/fees).
 - See 2.a.

3. RELATED POLICIES & PROCEDURES:

- Library Card Eligibility CPO.210.39
- Off-Site Registrations CPO.210.43

4. SETTINGS AND OR SUPPLIES NEEDED:

- Library card applications
- Library User Information Packet

5. DEFINITIONS:

- **Juvenile Card** – A child 3 to 12 years of age
- **Adult Card** – At least 13 years of age

6. APPENDICES:

- LIBRARY CARD APPLICATION
- ACCEPTABLE FORMS OF ID AND PROOFS OF RESIDENCY

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Persons of any age may acquire a library card with Mid-Columbia Libraries. MCL considers the library card application to be a legally binding contract and recognizes the obligation of a parent/legal guardian to be financially responsible for their minor children (under the age of 18). MCL strives to protect the good name of its patrons by requiring Photo ID for all interactions involving a customer's identifying information and requiring the library card to be used at check out and other transactions.

REGULATIONS

1. Youth from the ages of 0 to 17 may get a library card without a parent/legal guardian present. A parent/legal guardian is required to sign the library card application accepting cardholder responsibilities for his/her child under 18 years of age.
 2. This signature constitutes the parent's or legal guardian's permission for the child to have a card and signifies a willingness to assume financial responsibility for all materials checked out on the child's card.
 - a. Youth records can be provided to parents/guardians in instances of negative account activity (e.g. overdue fines/fees).
 3. Photo ID, date of birth, and proof of current address are required for the initial library card application for customers ages 18 years and older. Verification of current address is required for the initial library card application for customers ages 0-17 years.
 4. The photo ID and proof of current address of a parent/legal guardian may be presented for his/her minor child.
 5. New library users may begin the application process with online registration but must complete the application process in person to receive their library card and activate their borrowing and computer
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privileges. The application process includes providing photo ID, date of birth and proof of current address.

6. Library cards are issued for two years. At the end of this time, a comprehensive verification of information is required for continued use.
7. Inactive accounts in good standing may receive a free replacement card. Customers presenting their worn or damaged card may receive a free replacement card.
8. For the following transactions:
 - To renew a library card account
 - All address change requests

Customers ages 0-17 years must provide verification of current address. (The photo ID and proof of current address of a parent/legal guardian may be presented for his/her minor child.)

Customers ages 18 years and older must provide:

- Photo ID
- Proof of current address

9. For the following transactions:
 - To replace a library card
 - All requests to change a phone number
 - All name change requests
 - All password changes

Customers ages 0-17 years must provide verification of current address to show ownership of the library card account. (The photo ID of a parent/legal guardian may be presented for his/her minor child.)

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Customers ages 18 years and older must provide photo ID to show ownership of the library card account.

10. Branch Managers and Community Library Supervisors may override the requirement for photo ID if unavailable as long as other acceptable identifying ID is presented.
 11. Customers must present their own library card in order to check out library materials.
 12. Customers must present their own library card with any transaction involving financial aspects of their account.
 13. Customers must use their own library card when logging on to a computer.
 14. A customer WITH his/her card present MAY use another person's card to check out items on hold for that person.
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