



## Policy 3.1 Library Cards

Adopted by Library Board of Trustees: 6/26/2008  
Revised: 10/31/2012; 11/25/2013; 02/26/2015;  
07/27/2017; 08/22/2019; 04/29/2025

### 3.1 Library Cards

The circulation policies of the North Olympic Library System (NOLS) promote broad community access to the materials in the Library's collections while providing a reasonable level of protection for these materials. This policy is in accord with the American Library Association's Library Bill of Rights.

NOLS library cards are issued in order to identify individuals who are authorized to:

- check out NOLS library materials, and/or
- use NOLS public computers and printers, and/or
- access NOLS online resources, and/or
- reserve NOLS meeting rooms.

NOLS issues cards to reflect the following categories of borrowers:

- Full Service
- Limited Service
- Paid Subscriber
- Outreach Delivery Patrons/Outreach Delivery Institution
- Interlibrary Loan Institution
- Educators
- Temporary
- Meeting Room

#### 3.1.1 Full Service Library Cards

A Full Service library card allows a patron to borrow library materials, with no specified limit on the total number of items that may be checked out, except for those listed in Policy 3.2.

- a. Any resident of, or property owner in, Clallam County may receive a Full Service card if able to provide proof of identification (ID), current address, and residency/property ownership by any means described in section 3.1.9 of this policy.

- b. Patrons under the age of 18 may receive a Full Service card if authorized by a parent/guardian who can establish proof of identity, current address, and residence/property ownership eligibility (either for the Parent/Guardian or the Minor).
- c. Emancipated minor residents of Clallam County must provide court-ordered proof of emancipation, in addition to proof of identification, current address, and residency/property ownership.
- d. Full Service cards may also be issued to residents of communities within Washington State that provide tax support for public library services. Proof of identification, current address, and a library card from that community library are required.

### **3.1.2 Limited Service Cards**

The Limited Service library card allows a patron to have up to two (2) items checked out at any given time. Limited Service cards may be issued to any individual who does not meet qualifications for a Full Service card, but who can establish proof of identity by any means described in section 3.1.9 of this policy.

If “General Delivery” is given as patron’s mailing address, they will be issued a Limited Service card.

Parental or guardian approval is not required for a Limited Service card.

Interlibrary Loan items cannot be requested or checked out with a Limited Service card.

### **3.1.3 Paid Subscriber Cards**

Paid Subscriber library cards are available for individuals who do not meet the residence/property ownership or reciprocal borrowing qualifications for Full Service cards, but who wish to be allowed the privileges of the Full Service borrower.

Paid Subscribers must establish proof of identity and proof of current address as set out in section 3.1.7 of this policy.

The fee for the Paid Subscriber card is outlined in Policy 4.2. The fee covers all members of the household. “Household” is defined as the individuals who comprise a family unit and who live together under the same roof. Every person in the household may have an individual library card for the single fee. Paid Subscriber cards are only available for terms of six months or one year and will not be prorated.

### **3.1.4 Outreach Delivery Patron/Outreach Delivery Institution Cards**

Outreach Delivery Patron library cards and Outreach Delivery Institution library cards are issued by NOLS Outreach staff for patrons enrolled in the Outreach Delivery program. Loan periods are set by the Executive Director, Public Services Director or designee.

### **3.1.5 Interlibrary Loan Institution Cards**

Interlibrary Loan Institution cards are issued by NOLS Technical Services Department staff for other libraries participating in an interlibrary loan program. Loan periods are set by the Executive Director, Public Services Director or designee.

### **3.1.6 Educator Cards**

Educator library cards allow patrons to borrow most library materials for educational use, such as in a daycare, public school, private school, or homeschool, for 42 days. Material checked out to an Educator card cannot be renewed, but may be returned and re-checked out, per Policy 3.2.4.

Educator cards can be issued to patrons who meet the following criteria:

- Have a NOLS Full Service card in good standing;
- Have a photo ID that matches their NOLS Full Service card;
- Have proof of employment at a daycare, public or private school, or of being a homeschool provider. This can be established with one of the following:
  - School or childcare identification;
  - School or childcare pay stub; if in-home childcare, patron may provide a business license;
  - Letter on school or childcare letterhead from the school administrator or childcare director;
  - A copy of the homeschool provider's Declaration of Intent as submitted to a local school district as annually required by the State of Washington.

Educator cards expire on September 1<sup>st</sup> each year and may be renewed after August 1<sup>st</sup> when educators:

- Verify their employment and ID using the same criteria used to issue a new Educator Card;
- Demonstrate that their Full Service card and Educator card accounts do not have charges that exceed the blocking amount and do not have any overdue items.

At the discretion of the NOLS Executive Director or Public Service Director, patrons using an Educator card for personal use may result in suspension of eligibility for an Educator Card for up to one (1) year.

### **3.1.7 Temporary Cards**

Temporary library cards may be issued to patrons without photo ID or to patrons who attempt to register for a library card online but the Library's system is unable to confirm they are a resident of Clallam County.

Temporary cards allow access to NOLS online resources and public computers, but do not allow physical library materials to be checked out.

Patrons with Temporary cards will have 30 days to visit a NOLS location, verify their personal information, and have their account transferred to a permanent card type (Full Service, Limited Service, or Paid Subscriber). Temporary cards that are not converted to a permanent card type will expire in 30 days.

### **3.1.8 Meeting Room Cards**

Meeting Room cards may be issued to businesses, non-profits, or other community organizations that need to regularly reserve meeting rooms but do not have an individual employee or member with a personal NOLS library card who is able to access the NOLS meeting room reservation system. A Branch Manager, the Public Services Director, or the Executive Director must approve the creation of a Meeting Room card.

With the exception of items from the Equipment Collection, such as meeting room keys or projection equipment, Meeting Room Cards do not have the ability to borrow library materials.

### **3.1.9 Proof of identification, address, and residency**

Proof of identity, current address, and residency/property ownership may be established by providing one or more of the following, in sufficient combination to meet the requirements for the type of card to be issued:

- a. valid driver's license
- b. other government issued photo ID, including military or tribal IDs
- c. current school ID with photo of student
- d. Youth Services Class Visit Application (certified by educator)
- e. bill with current address
- f. checks imprinted with name and current address
- g. canceled official mail, postmarked within the last two weeks
- h. typed lease showing current address
- i. voter registration card
- j. recent property tax statement
- k. deed or official title document verifying ownership of land in Clallam County
- l. NOLS address verification software

### **3.1.10 Lost, Stolen, and Replacement Library Cards**

Patrons must report lost or stolen cards to the Library in order to avoid being held responsible for materials checked out on their cards after the loss or theft is reported.

If a patron reports a card lost or stolen, the patron must provide identification in accordance with Policy 3.1.9 above in order to be issued a new library card. Replacement cards will be issued at no cost.

When a patron moves, it is the responsibility of the patron to promptly inform the Library of the new address.

### **3.1.11 Library Card Expiration**

All library cards, with the exception of Educator cards, Paid Subscriber cards, and Temporary cards, are valid for three (3) years. Full Service cards will automatically renew when possible through the Library's address verification software. All other cardholders can contact Library staff in person, by phone or by email to renew their library card.

Library cards that have not been renewed within three (3) years of their expiration date and have no fees associated with them will be deleted. All library cards that have been expired for more than seven (7) years will be deleted.

Patrons who want to delete their account must present staff with a form of photo ID approved in Policy 3.1.9. The library account must not have a remaining financial balance nor any items checked out. Patrons unable to visit a NOLS location to request deletion of their own account, or an account of someone in their care or deceased, must discuss their request with a Branch Manager or their designee.