



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

3.1 Library Cards

The circulation policies of the North Olympic Library System 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 in-library public internet workstations, and/or
- access on-line databases and resources which are licensed for NOLS card holder use.

NOLS issues cards to reflect the following categories of borrowers:

- Full Service
- Limited Service
- Paid Subscriber
- Homebound/ Homebound Institutions
- ILL Institutions
- Educator

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 3.1.7 of this policy.
- b. Young people under the age of 15, 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 (ID), 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 ID, current address, and a library card from that community library are required.

3.1.2 Limited Service Cards

The Limited Service 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 3.1.7 of this policy.

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

Parental approval is not required for a Limited Service card.

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

3.1.3 Paid Subscriber Cards

Paid Subscriber cards are available for individuals who do not meet the residence/property ownership 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 \$60 per year, or \$30 for six months, per household. Paid Subscriber cards will not be issued for less than a six month period. “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.

3.1.4 Homebound/Homebound Institution Cards

Homebound cards and Homebound Institution cards are issued only by the NOLS Outreach department staff, in conjunction with the Outreach to Homebound program. Materials checked out to homebound cards may be checked out for up to two (2) months, but are generally due on the next scheduled delivery/pick up date. Fees for lost and damaged items will be charged according to Policy 3.5.

3.1.5 ILL Institution Cards

ILL Institution cards are issued only by the NOLS Inter-library Loan department staff, in conjunction with Inter-library loaning and borrowing.

3.1.6 Educator Cards

An Educator card allows a patron to borrow most library materials for educational use in a daycare, public school, private school, or homeschool for 42 days. Material checked out to an Educator card cannot be renewed.

Educator cards can be issued to patrons meeting the following criteria:

- Have a Full Service card in good standing
- Have a photo ID that matches their NOLS Full Service card
- Have proof of employment at 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 1st each year and may be renewed after August 1st 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 Director or designee, use of 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 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
- c. current school ID with photo of student
- d. Youth Services Class Visit Application (certified by teacher)
- e. current utility bill
- 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

3.1.8 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 3.1.7 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.

3.1.9 Library Card Expiration

All library cards, with the exception of Educator cards, are valid for three (3) years. 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.

In order to maintain accuracy and currency in patron accounts, patrons will be asked to verify their contact information annually.

Accounts created online are considered temporary and will expire after three (3) months unless the patron confirms their account information with staff at any NOLS location. Once the account information is confirmed, a regular Full Service or Limited Service library card will be issued.

Patrons who want to delete their account must present staff with a form of photo ID approved in Policy 3.1.7. The account must not have a remaining 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 with a Branch Manager.