



## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-20

SECTION: General Patron

SUBJECT: LIBRARY CARD AND PRIVILEGES

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- SUMMARY:** The purpose of this regulation is to articulate the privileges and responsibilities entailed in using a library card and conditions under which a card is issued.
- EFFECTIVE DATE:** February 11, 2016
- BASIC CRITERIA:**
- a. A verified library card will be issued to a patron who can show valid proof of identification and current address. No verified library card will be issued without proof of identity. An applicant who cannot prove current address may be issued an unverified card and may check out up to two items. No additional items may be checked out until valid proof of current address is provided.
- An eCard will be issued to a patron who completes and submits the library's online registration application. The eCard is available only to patrons who live within Johnson County. An applicant for an eCard must list a Johnson County residential address in his or her online registration application but no proof of address is required. An eCard provides access to the library's eLibrary and allows for the placement of two holds on physical materials. The eCard does not allow for the checkout of physical materials. An eCard must be transitioned to a verified library card before items can be checked out.
- ACCESSING OWN RECORD**
1. A patron may check out or access his/her own record by providing a verified library card, verified number, or valid proof of identity. Per ARM 20-20-20 a patron may provide their PIN number plus two other pieces of information to gain access to their account. Only verified library cards may check out materials. An eCard does not allow for the checkout of physical materials.
- ACCESSING OTHERS RECORDS:**
2. A patron who provides a verified library card or verified library card number of any individual may check out materials to that card or obtain information from the matching patron record. Per ARM 20-20-20, a patron may also check out materials to another account by providing the PIN number and two other pieces of information on that account. Only verified library cards may check out materials. An eCard does not allow for the checkout of physical materials.
- CHILDREN UNDER 16:**
- b. Children under sixteen years of age must obtain a parent's or guardian's signature on their application or electronic signature when

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- registering online. With this signature, the parent or guardian agrees to responsibility for all materials checked out on the card and for the selection of all materials made by the child, including, but not limited to, books, periodicals, audio-visual materials, eLibrary content and materials accessed on library computer workstations.
- ENTITLEMENT: c. The right of free access to information for all individuals is basic to all aspects of library service. A verified library card or eCard entitles the patron to borrow library materials according to the Loan Period Schedule (ARM 20-20-50) and other rules and regulations of the Library Board of Directors.
- COMMUNITY OUTREACH LIBRARY CARD: d. A Community Outreach library card is issued to groups or organizations serving those without mobility or otherwise lacking access to library materials. Such groups might include senior centers, detention centers, childcare facilities, or other organizations that collaborate with the Johnson County Library.
- USES OTHER THAN BORROWING: e. A verified library card, eCard or other valid identification may be required for use of library materials within the Library. A patron must have a current library card or eCard and PIN number for log-on to public access Internet workstations. Further identification may be required for use of materials designated by the County Librarian as likely to be stolen or mutilated.
- STOLEN/LOST CARDS: f. Stolen or lost library cards should be reported promptly. The patron assumes responsibility for all items borrowed by use of a card properly issued to him or her until it is reported as stolen or lost. Staff will not check out materials to a card reported stolen or lost.
- REVOCAION OF BORROWING PRIVILEGES: g. The County Librarian may, subject to appeal to the Board of Directors, revoke a patron's borrowing privileges for violation of library rules and regulations.
- COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT: h. Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.

ARM 20-10-20 End

November 8, 2018