



## FARMINGTON PUBLIC LIBRARY

### Library Card Policy

Approved by Library Advisory Board 8/21/18

Next review February 2019

Managed by Library Patron Services Coordinator, Library Director, and/or their designee

#### 1. GENERAL PRINCIPLES

##### a. **Definitions-**

- i. **GOOD STANDING:** A card is in “good standing” if User Status is OK or DELINQUENT
- ii. **OK:** User has no bills or overdue materials checked out.
- iii. **DELINQUENT:** User owes less than \$10 in bills or has less than 10 overdue items.
- iv. **BLOCKED:** User owes \$10 or more in bills or has 10 or more overdue items. This Library Card is not in “good standing.”
- v. **BARRED:** User must meet with management to resolve issue. This Library Card is not in “good standing.”

- b. Checking out materials from the Farmington Public Library requires a library card issued by the Farmington Public Library, and a personal identification number (PIN).
- c. The library card represents a legally binding contract between the library card holder and the City of Farmington. Library card holders are legally responsible for any and all activity on their library card.
- d. Each library card holder agrees to be responsible for all materials borrowed, to report changes of mailing address or loss of the library card promptly, and to follow Library rules and policies.
- e. All Farmington Public Library cards are valid for one year beginning with the date of issuance and must be renewed annually by the cardholder. Renewing card privileges does not involve any cost or additional documentation.
- f. The library card and PIN are required to:
  - i. Borrow Library materials.
  - ii. Log into the computer lab.
  - iii. Use the Library’s wireless Internet access.
  - iv. Participate in select programs at the library.
  - v. Use a study room or media room.



- vi. Access personal account information through the Library website.
- vii. Access materials, services and resources through the Library's website.

## 2. LIBRARY CARD POLICY

- a. To register for a library card, an adult (18 years and older) must appear in person at the Farmington Public Library and must understand that they are signing a legally binding contract with the City of Farmington.
  - i. The applicant must complete and sign the application.
  - ii. Applicant must present government issued photo identification and proof of applicant's mailing address.
  - iii. Applicant must provide their social security number or second form of identification.
- b. To register for a library card for a minor child (17 years and under), the parent or legal guardian applying for the child's card must hold a library card in good standing. *Please see definitions, above.*
  - i. Parent or legal guardian must be present at the time the library card is issued.
  - ii. Parent or legal guardian assumes ultimate responsibility for activity on the child's library card.
  - iii. Only the parent or legal guardian may sign for and authorize a minor child's library card.
  - iv. Legal guardians may be required to verify guardianship of the minor child.
  - v. Legal guardians who have signed for a library card are responsible for notifying the library if they no longer have primary custody of the child.
- c. In cases of shared custody, only the primary custodial parent may sign for and authorize a minor child's library card. Primary custodial parent may be required to verify.
- d. To replace a lost library card for an adult, the library card holder must appear in person and present a new completed and signed application, photo identification, proof of mailing address and non-refundable payment of a \$2 replacement fee.
- e. To replace a lost library card for a minor child, the parent or legal guardian must appear in person and present a new completed application with their signature and Farmington Public Library card number, in addition to a \$2 replacement fee.



### 3. RESTRICTIONS

- a. Library cards are issued to individuals only, and an individual may have only one library card. No library card shall be issued for the joint use of a group, class, family, church, business or other organization.
- b. If a Library card holder chooses to scan a library card into a smart phone or other mobile device the Library cannot ensure that the image on the device will function with Library technology. The physical library card may be required.
- c. The library card holder assumes all risks associated with possessing both a physical library card and a scanned library card image, including potential use by individuals other than the library card holder. The library card holder remains legally responsible for any and all activity on their library card.
- d. An adult may not obtain a library card for another adult. If an individual requires assistance due to disability, reasonable accommodations will be made. Guardians may be required to verify legal responsibility.

### 4. TEMPORARY CARDS

- a. In order to accommodate minor children who are visiting the Farmington area during the summer who wish to participate in the summer reading program, the adult caretaker may sign for, and assume ultimate responsibility for, a temporary library card for the child.
  - i. Temporary cards have an expiration date, which will be shown to the library card holder when applying for a library card.
  - ii. Temporary cards cannot be converted or renewed at any time and become invalid after the expiration date.
  - iii. Temporary cards cannot be issued to current library card holders.
    1. Adult caretaker must have a library card in good standing with the Farmington Public Library.
    2. Temporary cards may be used to access all library privileges.
  - iv. All borrowed materials must be returned by the end of the summer reading program.