

Purpose

Residents of the State of Iowa may become registered borrowers at the Gibson Memorial Library (GML). Individuals must present proper identification and proof of current address to obtain a library card. Cards are valid for three years and are renewable.

Scope

This policy applies to anyone who applies for a library card at the Gibson Memorial Library. The Gibson Memorial Library is required to follow state laws and contracts as part of this policy.

Policy

1. Individuals must present photo identification and verification of their current address. Acceptable forms of identification include:
 - a. Government-issued identification (driver's license, passport, or ID card)
 - b. First-class mail postmarked within the last 30 days in its original envelope
 - c. Signed lease agreement
 - d. Proof of property ownership in Iowa
2. A library card registration form must be filled out and signed by the borrower.
3. *Minors*
 - a. Children may have their own card the summer before they enter kindergarten.
 - b. Parental Consent
 - i. A parent or legal guardian's signature is required for anyone under the age of 14 or without government issued identification.
 - ii. By signing the registration form, parents/guardians acknowledge responsibility for items borrowed, fees incurred, and their children's selection of materials.
 - iii. If a child or teen wants a library card and the parent is not present, we can send a library card application home with them for their parent/guardian to fill out. The parent/guardian will need to come in at the time of registration to verify their address.
4. *Businesses and organizations*
 - a. Businesses and organizations located within Union County may obtain a free library card for a maximum of three individuals authorized by the business or organization.
 - b. The business or organization must provide a letter of authorization on official letterhead stationery, signed by the business owner or administrative officer, naming up to three authorized individuals.
 - c. The business or organization must also include in this letter of acknowledgement that they are liable and financially responsible for all transactions charged to the account, including, but not limited to, charges for overdue, lost, or damaged materials.
5. *Non-residents*
 - a. Non-Iowa residents are ineligible for a Gibson Memorial Library card.

- b. However, given our proximity to Nebraska and Missouri, windmill and railroad workers in the community, exceptions may be made by the library director for non-residents working or going to school in Iowa.
- c. Southwestern Community College (SWCC) students are eligible to get a public library card. They must provide current photo identification and must fill out and sign a registration form.

6. *Open-Access Applicants*

- a. Any resident of Iowa who has a library card in good standing at their hometown library is eligible for a Gibson Memorial Library card.

7. *Check-out*

- a. Patrons having their own cards or those eligible to have their own card are not permitted to use another person's library card. Each card holder is requested to show their library card when checking out library materials.

8. *Card renewal*

- a. Library cards must be renewed every 3 years.
- b. Staff members will renew library cards once personal information has been verified.
- c. Fees must be less than \$10.00 to renew a library card
- d. Lost library cards can be replaced for a fee of \$2.00

Approved: April 1997

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