

LIBRARY CARDS FOR RESIDENTS & NONRESIDENTS

CIR-1

Approved 8/26/2010

It is the library's policy that any adult or child of an adult possessing the required identification may apply for and receive a library card immediately upon application, but a distinction between residents and non-residents has become an economic necessity.

1. As of September 1, 2010, all new non-resident requests for library cards will be assessed a yearly fee of \$30 per person or \$50 per household. Library cards for non-resident minors (ages 5-18) will be free, but will only be valid for age-appropriate materials. A free library card will also be available for anyone with a current student identification card from a recognized institution of learning.
2. Required identification will include personal identification and proof of residence.

Personal identification may be established with a picture ID such as a driver's license, school card, work badge, etc. Residence is established with a recently dated mailing received through the Post Office. Questions about residency will be decided by the location of the address within the current official city map of Liberty Lake. The use of a post office box as a mailing address will be allowed with verification of the actual physical address of the applicant.

1. Minor children, defined as those under the age of eighteen (18), may be issued cards only in the presence of a parent or guardian, whose signature must appear on the minor's application. A second signature specifically designating computer/internet use also will be required. Green dots on the minor's library card will indicate that the required permission is on record.
2. LLML has established borrower types in order to govern circulation policies and gather statistics. These types are Adult Resident, Minor Resident, Adult Nonresident, and Minor Nonresident, Nonresident Family, Business/Institutional/Organizational, and Homebound.

3. There shall be no fee attached to library cards for anyone who owns property within the city limits of Liberty Lake even should that property not be their primary residence. Proof of ownership will be required.
4. There shall be no fee attached to library cards for any teacher who teaches in a school the children of Liberty Lake attend, whether public or private.
5. There shall be no fee attached to library cards for library staff members or volunteers.
6. Applications for library cards are retained in a notebook stored in the library. Updating of this record is the duty of the library staff.
7. Patrons who move to another location within the city limits must report this new address to the library by filling out a new patron agreement form and furnishing proof of residency.
8. Patrons who do not have their library cards with them may still borrow items if they can furnish a picture ID and are in good standing.
10. Lost library cards are replaced upon the payment of a \$2.00 fee.
11. For the purpose of interlibrary loan, borrowing libraries will be assigned library cards/barcode numbers to which borrowed items will be charged.
12. For the purpose of verification for interlibrary loans or application for a borrowers card at another library, LLML will acknowledge to that library that an individual or organization has a library card with LLML.
13. The loss of borrowing privileges at LLML will result from the following actions:
 - a. accumulation of fines and fees that total \$10.00 or more
 - b. failure to comply with LLML's patron agreement
 - c. failure to comply with LLML's computer/internet policy
 - d. failure to comply with LLML's patron behavior policy