

Library Card Eligibility Policy

Adopted September 2025

Purpose

To ensure that Liberty Lake Municipal Library provides the highest level of access to library resources possible while responsibly managing public assets.

Scope

This policy defines requirements for a library card that enables customers to check out materials from Liberty Lake Municipal Library, the Inlandshare Library Group (ILG) member libraries and access online resources provided by the library through special license or contract.

Implementation

1. Eligibility

- a. Must be aged five (5) or older. Minors must have parent/guardian permission.
- b. Liberty Lake Municipal Library ILG Card
 - i. Residents and owners of property within the Liberty Lake Municipal Library's (LLML) service area and Inlandshare Library Group member libraries' boundaries, and City of Liberty Lake staff.
 1. Liberty Lake Municipal Library service area includes City of Liberty Lake city limits and the 99019 zip code.
 - ii. Students enrolled in grades K-12 in a school located in the city limits of Liberty Lake.
- c. Basic Library Card
 - i. Through reciprocal agreements, residents and property owners in jurisdictions within Spokane County Library District may obtain a LLML card for free. If a LLML card is obtained under this agreement, card holders are entitled to all library privileges except interlibrary loans, all pass programs, and remote access to electronic resources such as downloadable audiobooks, eBooks, and music.
- d. Non Resident Card
 - i. For those not residing in Inlandshare Library Groups boundaries, on resident cards are available for \$30 per year. Nonresidents must show a picture ID and proof of home address.
- e. Temporary residents are not eligible for a library card. Exceptions may apply.
- f. Non-residents whose names appear on the Spokane County Library District's blocked list and their dependents will not be issued a card until their name is removed from that list by SCLD.

2. Benefits

- a. Liberty Lake Municipal Library (ILG) cardholders and paid non resident library card owners may:
 - i. Borrow materials from Liberty Lake Municipal Library and other libraries in the ILG network.
 - ii. Request materials be borrowed via interlibrary loan.
 - iii. Access all premium online library resources, such as ebooks, streaming services and databases.

- iv. Access the internet and a variety of software on library computers. Parents/Guardians acknowledge when their child is registered for a library card that they will have access to the public computers and internet.
 - b. Basic Library card holders may:
 - i. Borrow materials from Liberty Lake Municipal Library and other libraries in the ILG network.
 - ii. Access some premium online library resources inside the library.
 - iii. Access the internet and a variety of software on library computers. Parents/Guardians acknowledge when their child is registered for a library card that they will have access to the public computers and internet.
- 3. Registration Requirements
 - a. Full access
 - i. Picture identification and proof of address are required for adults' and legally emancipated minors' library cards.
 - ii. Signature of a parent or legal guardian who meets eligibility requirements and assumes financial responsibility for items is required for minors' library cards.
 - b. Limited access
 - i. Registrants without proof of address will still be issued a library card.
 - ii. Limited cards will expire 1 month after creation.
 - iii. Limited to borrowing 4 materials until proof of address is furnished.
- 4. Responsibilities
 - a. Library cardholders are responsible for:
 - i. Returning materials on time and in good condition.
 - ii. Paying for fines, fees, and lost materials.
 - iii. Notifying LLML and furnishing proof of residency upon moving to a new residence.
 - iv. Securing your library card and ensuring that card activity is valid.
 - 1. Notifying LLML if unauthorized use of their library card is suspected, for example, if a library card is stolen.
- 5. Suspension of account
 - a. Borrowing privileges may be suspended if library cardholder:
 - i. Keeps borrowed materials for more than seven (7) days past their due date.
 - ii. Violates LLML's patron agreement, computer/internet policy, or patron behavior policy.