



Glenwood Public Library Policy

Library Card Registration Policy

2017.10.04

October 4, 2017

Approved By Glenwood Public Library Board of Trustees

Library Director Signature

Staff Signatures

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PURPOSE:

Residents of the State of Iowa may become registered borrowers at the Glenwood Public Library (GPL). 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 Glenwood Public Library. The Glenwood Public Library is required to follow state laws and contracts are 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.
4. Businesses and Organizations
 - a. Businesses and organizations located within Mills 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 acknowledgment 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. Shelter and Group Home Residents

- a. Shelter and group home residents located within Mills County may obtain a free library card by submitting a letter from an official of the shelter or group home verifying the person's residence and photo identification.
 - b. If the shelter or group home resident is under the age of 14 or without government identification, he/she will need to have a guarantor sign the library card application if a parent or guardian is unavailable.
 - c. The guarantor will be responsible for items borrowed and any fees incurred on the card.
6. Non-Residents
- a. Non-Iowa residents are ineligible for a Glenwood Public Library card.
 - b. However, given our close proximity to Nebraska and Missouri, exceptions may be made by the library director for non-residents working in Iowa.
7. Open-Access Applicants
- a. Any resident of Iowa who has a library card in their home town library is eligible for a Glenwood Public Library card.
8. 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.
9. Renewal
- a. Library card must be renewed every 3 years.
 - b. Staff members will renew library cards once personal information has been verified.
 - c. Fines must be less than \$20.00 to renew a library card.
 - d. Lost library cards will be replaced for a fee of \$1.00



LIBRARY CARD & INTERNET USE APPLICATION
IDENTIFICATION REQUIRED, PLEASE PRINT

Name _____
(Last) (First) (Middle Initial)

Home Address _____

Mailing Address (if different) _____

City _____ State _____ Zip _____

Phone Number _____ Date of Birth ____/____/_____

Email Address _____

Do you live within the city limits of Glenwood? Yes No County _____

Preferences for notifications of book holds: (check only one) Telephone Email Text Message

Preference for notifications of overdue notices: (check only one) Telephone Email Text Message

If under 14, Parent or Guardian Name _____

Parent Date of Birth ____/____/_____

I agree to follow all library rules and to pay promptly all charges for overdue, lost, or damaged library materials. If signing as a parent or guardian, I understand that I am responsible for all materials checked out on this library card.

Applicant Signature _____ Date _____

If under 14, Parent Signature _____ Date _____

INTERNET USE AGREEMENT

I agree to abide by the Library's policy on the use of Library computers (copy available upon request). I understand that failure to abide by the Internet and computer policies will result in a loss of my computer privileges at the Glenwood Public Library. I agree to pay for any repair or replacement costs of equipment or software damaged by myself or by minors for whom I am responsible.

In compliance with the Children's Internet Protection Act, all library computers and tablets have technology protection measures, also known as Internet filters, which shall be used to block or filter

Internet or other forms of electronic communications access to visual depictions of material deemed to be obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Applicant Signature _____ Date _____

If under 14, Parent Signature _____ Date _____

Applicant or Parent ID (CIRCLE ONE—Driver’s license, State ID, Military ID, Passport)

_____ State _____ Staff verified _____

Library Card # _____