

Library Cards

Library cards are issued free of charge to any adult resident of or property owner in Columbia Township, Indiana. Proof of identification and residency (or property ownership) is required at time of registration and must include a photo id. Acceptable forms of identification/proof of residency include:

- a valid state or federal issued driver's license or identification card with current address on it. If unavailable the following may be used in conjunction with an identification card.
 - a current (within 30 days) utility bill
 - a current (within 30 days) bank statement
 - mail from any state or federal agency dated within the last 30 days
 - official change of address letter from the U.S. Postal Service with current address listed

Patrons who do not have the above proof of residency will require director approval and require an address verification process.

An address verification process may be used when address on identification card does not match current address used on application with the exception of replacement cards and additional family members of longstanding established cardholders.

Parents of children over the age of 5 will be allowed to register their children for library cards. Parents are responsible for any and all fines, fees, and charges placed on their child's account. The child must be present in the library at the time of application. Proof of parent's residency shall serve as proof of minor's residency.

Patrons are required to show their library card for all checkouts or will be subject to a \$1.00 card replacement fee. Cards needing replacement due to wear and tear shall be replaced free of charge as needed.

Library cards are not transferable and must be used by the original card holder. The original cardholder is responsible for any and all fines, fees, or charges posted to the account. Lost/stolen library cards must be reported to the library in order to avoid being held responsible for any materials checked out on a lost/stolen card. One free replacement card will be issued per account if the card is lost or stolen.

Permanent cards are valid for a one year period and proof of residency shall be required for renewal.

Student and Classroom Teachers

Students and classroom teachers of East Gibson School Corporation are allowed to receive a free limited use library card. Proof of attendance/employment is required at the time of card application. Student cards will be allowed to checkout materials from any youth collection as well as video materials. Additionally, student cardholders may also checkout materials from the adult non-fiction materials. Any other materials requested may only be checked out upon approval of the Library Director or other staff member as assigned if Director is not in the building. Student and teacher cards are not allowed to utilize electronic databases when the library would incur any additional costs per use or when it violates a contracted vendor agreement. Additionally, Inter-Library Loans are not authorized for student/teacher cards unless approved by the Library Director. *Student cards are for the express use of the child and parents are not allowed to borrow materials for their own benefit. Abuse of this policy may cause the student card to be revoked.* Additionally, the purpose behind student cards is to allow students access to and the benefit of a library regardless of their residency and therefore, are REQUIRED to be in person for all checkouts. (I.e. parents cannot come in and select material on their child's card while the child is in school.)

Oakland City University Students

Oakland City University Students residing in campus housing may purchase a non-resident card at a reduced rate set forth in the annual non-resident fee resolution or \$10.00, whichever is lesser. Students must also provide a current OCU identification card and a statement from the campus library stating they are in good standing with their library.

Reciprocal Library Patrons:

Resident card holders of Princeton, Fort Branch, Owensville, and Pike County public libraries are eligible for borrowing privileges at the Oakland City- Columbia Twp. Public Library. Phone verification of the patrons account standing is required and anyone owing more than \$2 to their home library will not qualify for a card until their account is in good standing. Reciprocal cards are not allowed to utilize electronic databases when the library would incur any additional costs per use or when it violates a contracted vendor

agreement. Additionally, Inter-Library Loans are not authorized for reciprocal patrons as they are required to be placed at a patron's home library.

PLAC Users:

PLAC card holders will be entitled to borrowing privileges; however, they must show their PLAC card at checkout and will not be issued a resident card. The library will also sell state issued PLAC cards to any patron wishing to purchase a card. Anyone wishing to purchase a PLAC card must show a library card from their home library and card will not be issued until proof of current account is made with patron's home library.

Unserved Patrons:

Adults who live in areas outside of a taxing district are welcome to use the library facility and computers, however according to Indiana Law will be required to purchase a subscription card at the current rate approved by the Library Board of Trustees if they wish to checkout materials.

Homebound Patrons:

Patrons who have physical limitations preventing them from coming to the library may sign a form authorizing their caregiver to checkout materials on their account. Caregiver must present patrons card at checkout and the original patron is still responsible for any fines, fees, and charges billed to the account.

Business Accounts

One no-cost card may be issued to a business or with a physical location in the taxing district. The business must make the request on company letterhead and include a statement that the business will assume financial responsibility for items checked out on the card. The request should also include the name(s) of an authorized user for the card. The authorized user (max of three) must present the card at checkout and may be asked for additional ID to verify they are eligible for card use. The business is responsible for updating the library with any changes to the authorized user list and changes should be made on company letterhead.

Expired Cards:

Patron whose accounts have been expired for three (3) or more years will be deleted from the library system, providing they have returned all items and owe the library no money.

Patrons whose accounts have been expired for five (5) or more years and owe the library less than \$3.00 will have their fines waived off and accounts closed.

Patrons whose accounts have been expired for over ten (10) years and owe the library less than \$20.00 will have their accounts closed and fines waived.

******Reviewed, updated, and merged with the Expired/Indebted Patrons policy at the September 14, 2016 Board of Trustees meeting.***

*******Reviewed and updated to include Business Cards at the Nov. 14, 2018 Board of Trustees meeting.***