

Library Cards

The Oakland City – Columbia Township Public Library issues library cards in order to facilitate lending materials from the library to patrons as allowed by Indiana Code 36-12-2-25. Individuals may apply for a card by visiting the library. Customers may have only one account under their name. All library cards/accounts are individual and for the express use of the named cardholder. 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.
 - o a current (within 30 days) utility bill
 - o a current (within 30 days) bank statement
 - o mail from any state or federal agency dated within the last 30 days
 - o official change of address letter or forwarded mail from the U.S. Postal Service with current address listed

**Patrons who do not have the above proof of residency will require an additional address verification process. An exception from above criteria may be granted for replacement cards and additional family members of longstanding established cardholders. Patrons are required to show their library card for all checkouts. The library will conduct a courtesy account lookup for patrons able to verify account information when a photo is on file or present a photo ID. Replacement cards are available for a \$1.00 card replacement fee. Children must have an adult with them in order to check out without presenting a library card. 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/signer 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.

Library cards are valid for a one-year period and require an account update annually.

Resident Cards

Library cards are issued free of charge to any adult resident of or property owner in Columbia Township, Indiana. 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 card issuance. Proof of parent's residency shall serve as proof of minor's residency. Children's cards are for the express use of the child and parents should open their own account in order to borrow materials for themselves.

Barton and Center Township Residents

The library enters into an annual contract for a limited number of cards available to residents of Barton and Center Townships. These cards are billed at the annually approved non-resident rate and paid for by the townships. These cards are treated with the same privileges as a resident card and are valid for one year. Should the contract not be renewed Barton and Center Township residents will be required to pay the annual subscription rate as set by the Board of Trustees.

Student and Classroom Teachers

Students and classroom teachers of East Gibson School Corporation are allowed to receive a free limited use library card. 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.

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

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 \$5 to their home library will not qualify for a card until their account is in good standing. Reciprocal cards are valid for the lesser of one year or when the home library card expires. 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.

Youth Access Cards

In an effort to promote youth literacy and recognition that a parent may not be willing or able to sign for a child's card, a special limited access card will be made available to children ages 12 & up. These cards will be limited to physical, paper books in the youth/young adult collections and subject to limited amounts of items at any time as listed in the Library Lending Policy. These cards will exclude access to e-books and audio/video materials such as CD's, DVDs, Playaways or other electronic materials the library may obtain in the future. At any point this card may be upgraded to regular status once a parent/guardian signs for financial responsibility.

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. Additionally, homebound patrons are encouraged to make use of the library homebound delivery service.

Business Accounts

One no-cost card may be issued to a business 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.

Computer Use Only Cards

The library may issue cards for patrons who do not wish to hold a regular library card, but desire access to public computers without using a guest pass. These cards will be issued upon furnishing an identification card and will not allow for checking out any materials (physical or electronic).

Expired/Indebted 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 less than \$5.00

Patrons whose accounts have been expired for five (5) or more years and owe the library less than \$30.00 will have their fines waived and accounts closed.

Patrons whose accounts have been expired for seven (7) years and owe the library less than \$75.00 will have their accounts closed and fines waived.

Patrons whose accounts have been expired for over ten (10) years, shall have all fines waived and accounts closed.

Upon completion of a new adult card registration a minor's account will be closed and any fine balances will be waived.

Dec. 2022 reviewed and approved to update balances for expired/indebted cards, and clarification in sections.

Feb. 2020 Reviewed and updated to include Youth Access, expired card section, and Computer Use Only cards and correct minor grammar.

Nov. 2018 Reviewed and updated to include Business Cards Reviewed, updated, and merged with the Expired/Indebted Patrons policy at the September 14, 2016 Board of Trustees meeting.