

# Library Card Policy

## Arrowhead Library System Permanent / Long-Term Residents:

A library card is *free* to any resident of the Arrowhead Library System (ALS) who presents acceptable identification.

Definition of an ALS Resident - Somebody who meets at least ONE of the below conditions:

- Official ID shows an ALS address (Driver's License, State ID, Military ID, etc.)
- Property owner in ALS, without a primary residence elsewhere in Minnesota (This person's name must be attached to the official property records; a trust doesn't count.)
- Educational exceptions can be allowed for the length of an academic term:
  - University students in the ALS region (student provides a school ID)
  - ELC Masters Program students (student has proof he/she is completing an academic internship at one of the local educational learning centers or state parks)
- Local Exceptions (Every library will compile its own list of local exceptions for in-house use):
  - Group Homes – Long Term Care
    - Duluth Regional Care Centers
    - My House in Two Harbors
  - Other select long-term care facilities
    - Barross Cottages
    - Barross House
    - Waterview Shores
  - Local Public Housing Assistance Centers
    - Budd House Board and Lodging
    - North Shore Horizons & New Beginnings Supportive Housing

Acceptable Forms of ID – Any one of the following:

- A valid, government issued ID showing current address
- A valid, government issued ID **and** something to prove current address:
  - Official bill tied to current address (ex. utility bill)
  - A valid, signed lease agreement to current address
  - Other government issued document clearly stating the applicant's name and current address

Unacceptable Forms of ID include, but are not limited to:

- Expired forms of ID
- Personal mail
- Documents not directly tied to an individual (ex. Employer's name or address is used instead)

## **Minnesota Residents with a primary residence outside the ALS Region:**

The library also honors cards from most Minnesota public libraries, but the patron must have the card from his/her home library physically present for our library to honor it. If a Non-ALS Minnesota resident doesn't have his/her home library card with them, they may apply for a temporary card until they can return with their home library card in the future.

## **ALS and Minnesota Library Cards – The Limits**

- A newly registered borrower, receiving or registering their card for the first time at the Two Harbors Public Library, is allowed to check out four items on the first day.
- All library cards must be renewed every 3 years.
- If you do not have your library card with you and your account is in good standing, you may be allowed to check out 4 items. We may offer this exception a maximum of 3 times before you are required to replace your library card.
- The library encourages borrowers to use their own library cards exclusively and not to lend them for use by other people. Under no circumstances should a patron use another patron's library card to avoid paying any fines or fees assessed against his/her own card. The library reserves the right to enforce non-transference of a library card and reserves the right to ask patrons to present identification at checkout when necessary.
- **For children and teens under 18:** Children under 18 must have a parent or legal guardian show ID and be able to verify their current address. A parent or legal guardian who is a library card holder in good standing will be asked to sign the registration form for his/her child under the age of 18. By co-signing, the parent or legal guardian accepts responsibility for settling fines, damages, losses, or other assessments against the library card of the minor. **Please note: if a parent wishes to obtain information about their child's account, the parent must have the child's library card or for the child to be present at the time of the request.**

## **Non-Residents / Visitors in the ALS region:**

This category is comprised of everybody who doesn't fall into one of the above two categories.

### **Non-Resident / Visitor Cards – The Limits**

Non-Resident / Visitor Cards are free, but a donation of \$10.00 for every 3 months is recommended. This figure is based on the state recommendation of \$40.00/year, which is the estimated average amount of what an individual pays to support Minnesota libraries from their property taxes.

Due to vendor restrictions, non-resident / temporary residents may not have access to all the same online resources. Patrons may check with the library regarding specific databases at any given time.

- There is a maximum item limit of 4 items. This means that non-resident / temporary resident cards can only have 4 items checked-out at any one time. As soon as previous items are returned, new items can be checked-out.
- If you do not have your library card with you and your account is in good standing, you may be allowed to check out 4 items. We may offer this exception a maximum of 3 times before you are required to replace your library card.
- The library encourages borrowers to use their own library cards exclusively and not to lend them for use by other people. Under no circumstances should a patron use another patron's library card to avoid paying any fines or fees assessed against his/her own card. The library reserves the right to enforce non-transference of a library card and reserves the right to ask patrons to present identification at checkout when necessary.
- **For children and teens under 18:** Children under 18 must have a parent or legal guardian show ID and be able to verify their current address. A parent or legal guardian who is a library card holder in good standing will be asked to sign the registration form for his/her child under the age of 18. By co-signing, the parent or legal guardian accepts responsibility for settling fines, damages, losses, or other assessments against the library card of the minor. **Please note: if a parent wishes to obtain information about their child's account, the parent must have the child's library card or for the child to be present at the time of the request.**

## **Exceptions:**

Any exceptions to this policy must be approved on a case-by-case basis by the Library Director. The Library Director will track all exceptions and report recurring instances to the Library Board. Complicated exceptions may require Library Board approval.

## **Notice for all patrons:**

***Reminder: You are responsible for all materials borrowed on your card. Please:***

- Bring your card to the library each time you visit.
- Do not lend your card to friends or relatives.
- Report any loss or damage to materials borrowed on your card.
- Notify the library immediately if your card is lost or stolen. A lost or stolen card may be replaced for a modest service charge.

*Adopted (between 1896-1909); Revised May 2011; Revised January 2016; Revised May 2019; Revised September 2019; Revised November 2019*