

Cardholder Requirements and Policies

Adult Cardholder Requirements

- In order to get a library card as an adult borrower, you must
 - Be 18 years of age
 - Be in good standing at local libraries
 - Present ID, such as a drivers' license, school or government issued ID or passport, or a piece of mail postmarked in the last two weeks which you've received at your home address
 - Be present to register

Adult Cardholder Policies

- Library cards **MUST** be presented to check out books.
- The library is not responsible for library cards used by unauthorized persons. It is the responsibility of the cardholder to take care of his/her library card.
- If your library card is lost, please notify the library. There is a \$1.00 replacement charge for all lost library cards.
- If you plan to leave the area, please turn in your library card.
- Books can be renewed a maximum of two times for the same amount of time as the original loan period, unless they have been requested by another patron. If an item has been requested by another patron, it cannot be renewed.
- Renewals can be made over the phone or online if an overdue notice has not been sent.
- Interlibrary loan items cannot be renewed.
- A book drop is located outside the front door of the library for items to be returned when the library is closed. Do not put videos or DVDs in the book drop. You may be charged replacement costs if a video or DVD is damaged after it is put in the bookdrop.
- Adult cardholders can check out a maximum of:
 - 25 books
 - 2 DVDs or VHS tapes
 - 6 audiobooks
 - 10 magazines
 - 2 Discovery backpacks

Juvenile Cardholder Requirements

- To register for a library card, juveniles ages 13-18 must complete a registration form and present identification with current address or have the signature of a parent or legal guardian who presents identification with current address.
- To register for a library card, juveniles under the age of 13 must be accompanied by a parent or guardian who presents identification with current address and takes responsibility for all activity on that library card.
- Be in good standing at local libraries.
- Be present to register

Juvenile Cardholder Policies

- Library cards **MUST** be presented to check out books.
- The library is not responsible for library cards used by unauthorized persons. It is the responsibility of the cardholder to take care of his/her library card.
- If your library card is lost, please notify the library. There is a \$1.00 replacement charge for all lost library cards.
- If you plan to leave the area, please turn in your library card.
- Books can be renewed a maximum of two times for the same amount of time as the original loan period, unless they have been requested by another patron. If an item has been requested by another patron, it cannot be renewed.
- Renewals can be made over the phone or online if an overdue notice has not been sent.
- Interlibrary loan items cannot be renewed.
- Cardholders under the age of 18 cannot check out DVDs or VHS items unless they are the DVD/VHS items in the children's multimedia collection in the children's area of the library. The child and their parent/guardian are responsible for these items.
- Juvenile cardholders can check out a maximum of:
 - Up to age 13:
 - 6 books
 - 1 Discovery backpack
 - 2 magazines

Ages 13-18:

- 10 books
- 2 audiobooks
- 1 Discovery backpack
- 2 magazines