# Library Card Policy

Revised & Accepted Oct. 2014; Aug 2016; Jul 2021

**Objectives**

The library will provide easily accessible virtual and in-person registration to customers. Library cards are issued in order to identify eligible users and to determine the level of access to services and resources.

**Regulations**

1. The library offers a variety of cards based on eligibility and service needs.
   1. Resident cardholders have access to all library services
      1. Available to any individual who lives or owns property in Canadian County, Oklahoma
   2. Non-Residents
      1. Individuals who attend a K – 12 school in, but do not reside in the county are eligible.
      2. Available to any individual who works in Canadian County upon proof of employment. Library privileges are restricted to the individual only; family members do not qualify for library privileges.
   3. OneCard Accounts
      1. Available to any child attending a local school that participates in the program
      2. Account is initiated by the school. We will receive notice of a new enrollment and create the card.
      3. Card expiration is set to May of graduation year.
      4. No fines are charged to the account, except replacement fees for lost or damaged items.
   4. Temporary Account
      1. For those on extended stays, but who do not live in Canadian Co.
      2. Allows temporary access to computers, as well as digital and print materials for checkout
2. An individual may only have one card of any type.
3. An application process must be completed for each card.
   1. Anyone may use the paper application
   2. Applicants age thirteen[[1]](#footnote-1) and above may register online
      1. Rapid access to virtual content for 1 month. Must provide proof of identity and address to renew card and check out physical materials
   3. Applicants must present valid identification to demonstrate eligibility.
      1. Current photo ID and proof of street address is required, such as an Oklahoma driver’s license or learner’s permit, state ID card, school photo ID, tax statement or receipt, or a recent utility bill not older than three months.
      2. Non-resident applicants must present a photo ID and a recent tax bill, tax receipt or proof of local employment, such as a pay stub showing the company address.
   4. Minor resident applicants (18 and under) need a parent or guardian’s co-signature. Co-signers must be eligible to borrow materials and present proper ID.
4. Cards must be renewed on an annual basis (except OneCards). Cardholders must provide any changes to contact information at the time of renewal, and also as information changes throughout the year. Minors must renew and update their cards upon turning 18 years of age to assume legal responsibility for items checked out.
5. The card owner is responsible for all materials borrowed on the card and agrees to abide by library lending rules and all policies and regulations.
6. If the card owner claims to have returned materials, the library will search for the missing items for one month. Items not located within that time will be billed to the card holder’s account.
7. There is a $1 replacement charge for lost cards. Lost cards should be reported immediately. The library is not responsible for any debit amounts on lost cards.

1. U.S. Code, Title 15 §§ 6501-6506, P.L. No. 105-277, 112 Stat. 2681-728. [↑](#footnote-ref-1)