

## Card Issuing and Replacement policy

### From the New Patron flyer

#### Applying for a Library Card

Library cards are free of charge. To get a card, applicants must be at least 16 years of age, and must have valid photo identification. A driver's license or TDL id card is preferred, but a passport, military id, student id, or work badge photo id are acceptable, provided a name is on the badge with the photo. Information taken includes the license number, a working phone number, a mailing address, and the name of a person who can be contacted to relay a message if necessary. A signature is required showing that the patron agrees to obey the library policies. **People living in a household who have no legal kinship must get separate cards. An adult with legal guardianship of children under 16 is considered the responsible cardholder.**

Library cards allow the cardholder Internet access, to check out items, and to book meeting rooms & equipment. There are no limits on most materials, but **patrons are limited to a total of 6 DVDs at one time.** New borrowers are restricted to 5 total items on the first loan.

Children under the age of 16 are not issued separate library cards. CCLS cards are considered family cards, and the person signing the application is responsible for all items charged on the card (and all fines and fees created by anyone using the card). The new applicant lists all those allowed to use the card on the application. A legal guardian or parent is the only person allowed to list children on the application. Cards are valid for three-year periods. If names, addresses, or phone numbers change, inform the library staff. **Cards are issued in sets of three; replacement sets are \$1.00**

When the cardholder hands the library card to a child, friend, parent, or any other person, the cardholder is taking full responsibility for the library activity of that person. This is legally binding, and should be considered carefully by the card owner.

#### Extended Use Fees (Overdue Fines)

Most items not returned to the library on their due dates accrue fines at the rate of 5 cents per day per item, up to \$2 per item.

Paperbacks are 1 cent per day, up to 50 cents. All audio-visual items have fine rates of 25 cents per day, up to \$10.00. A patron may not check out items if more than **\$5.00** is owed.

Approved, August, 2008