

**OTTUMWA PUBLIC LIBRARY**  
**POLICY AND PROCEDURE**

**Name and Policy:                   LIBRARY CARD AND PRIVILEGES**

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1. A new patron account will be defined anyone 14 years of age or older and who can provide a valid photo identification and proof of current residence. Proof of a patron's current and permanent residence can be a Driver's License, rent receipt, lease, canceled mail, utility bill or voter registration card. P.O. Boxes are not accepted as a proof of residence.
2. A patron account will be defined as an account that has been established for 6 months and is in good standing.
3. A parent/legal guardian must be present to open an account for a child between the ages of 5 and 13. The parent/legal guardian must meet the same qualifications for a library card outlined above and the child must be present with the parent/legal guardian when applying for a card. The parent/legal guardian is responsible for any charges incurred on their child's account.
4. The cost to replace a lost or damaged library card is \$1.00. A replacement library card will not be issued until all fines and other charges on the account are under \$3.00.
5. Library card privileges (internet or checking out materials) will only be granted to those whose name is on the card. Arrangements must be made in writing or via telephone in order to have a representative pick up/check out on another person's library card.
6. All circulation and borrowing privileges are at the discretion of the director.

Date Revised: 9 August 2021

Date Revised: 14 May 2018

By: Ottumwa Public Library Board of Trustees