

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE:** Library Cards  
**POLICY NUMBER:** 4200

**4200.1** Any adult person eighteen (18) years of age or older may register as a Dixon Public Library user and receive a library card.

**4200.1.1** A complete, signed Adult application form must be presented along with proof of current address.

**4200.1.1.1** A permanent library card will be issued. It will become valid twenty-four (24) hours after the data is entered into the patron database.

**4200.1.1.1.1** A temporary computer use card will be issued to a new registrant if he or she wishes to use the Internet computers before the permanent library card is valid.

**4200.1.2** Only the person to whom the card has been issued may use the card to be able to borrow library materials to take from the premises or to use the Internet computers. In each instance, the cardholder must have the library card in her or his possession and, if necessary, be able to produce or display the library card for inspection or use by the Library staff.

**4200.1.2.1** Acceptance of the card signifies agreement to assume responsibility to pay all fines, fees and other costs which the Library District may assess in the case or overdue, damaged or lost materials borrowed by the cardholder.

**4200.1.2.2** If the cardholder loses her or his card for any reason, it is the cardholder's responsibility to immediately report the loss or theft to the Library District. The cardholder is responsible for all use of the card (and any subsequent fees, fines, or costs associated therewith) up to the moment when the loss or theft is reported.

**4200.1.2.2.1** Lost cards may be replaced for a charge to be determined by either SNAP or the Library District.

**4200.1.2.3** If the cardholder provides his or her card to another individual so as to enable that individual to use the Internet computers and/or to borrow library materials to take from the premises, the cardholder is subject to the penalties provided in policy 4210.

**4200.1.3** Each library card is valid for a three (3) year period, and must then be renewed in person at the Library.

**4200.1.4** The library card is and remains the property of the Library District, and it must be surrendered upon the demand of Library staff acting in accordance with policies and procedures concerning misuse, fraud, or other malfeasance as officially established by the Library District.

**4200.1.5** The conditions for use of the library card, and the rights and privileges granted to the cardholder, may be changed by action of the Library Commission.

**4201.1** Any minor (a person seventeen (17) years of age or younger may register as a Dixon Public Library user and receive a library card.

**4201.1.1** A complete, signed Minor application form (which requires the signature of a parent or legal guardian) must be presented along with proof of current address.

**4201.1.1.1** A permanent library card will be issued. It will be come valid twenty-four (24) hours after the data is entered into the patron database.

**4201.1.1.1.1** A temporary computer use card will be issued to a new registrant if he or she wishes to use the Internet computers before the permanent library card is valid.

**4201.1.2** Only the person to whom the card has been issued (or a parent or legal guardian acting on their behalf) may use the card to be able to borrow library materials to take from the premises or to use the Internet computers. In each instance, the cardholder must have the library card in her or his possession and, if necessary, be able to produce or display the library card for inspection or use by the Library staff.

**4201.1.2.1** Acceptance of the card signifies agreement by the parent or legal guardian to assume responsibility to pay all fines, fees and other costs which the Library District may assess in the case of overdue, damaged or lost materials borrowed by the cardholder (or by the parent or legal guardian acting on their behalf).

**4201.1.2.2** If the cardholder loses her or his card for any reason, it is the responsibility of the cardholder (and the parent or legal guardian) to immediately report the loss or heft to the Library District. The cardholder (and the parent or legal guardian) are responsible for all use of the card (and any subsequent fees, fines, or costs associated therewith) up to the moment when the loss or theft is reported.

**4200.1.2.2.1** Lost cards may be replaced for a charge to be determined by either SNAP or the Library District.

**4201.1.2.3** If the cardholder (or the parent or legal guardian) provides his or her card to another individual so as to enable that individual to use the Internet computers and/or to be able to borrow library materials to take from the premises, the cardholder is subject to the penalties provided in policy 4210.

**4201.1.3** Each library card is valid for a three (3) year period, and must then be renewed in person at the Library.

**4201.1.4** The library card is and remains the property of the Library District, and it must be surrendered upon the demand of Library staff acting in accordance with policies and procedures concerning misuse, fraud, or other malfeasance as officially established by the Library District.

**4200.1.5** The conditions for use of the library card, and the rights and privileges granted to the cardholder, may be changed by action of the Library Commission.

Adopted 10/16/2006