



LIBRARY CARD POLICY

- I. Residents¹ are eligible to receive a library card if in compliance with library rules and policies. Library cards are non-transferable and may only be used by the person named on the card. One adult can be designated to pick up holds for another. Library patrons may check out materials without a card only with a valid photo ID.
- II. To be issued a library card, individuals must provide proof of residency and a current photo ID issued by government, school, or employer. Examples of proof of residency are: driver's license, utility bill, property tax statement, rent receipt/contract, mail postmarked within the last 30 days, and any other document clearly showing the applicant's name with a current residential address. The name on the library card shall match the name on the photo ID. Photo ID and reverification of residency is required to obtain a replacement card.
- III. Adults may register for library cards for themselves, their minor children, and others where legal guardianship or custody has been granted. Parents/guardians accept responsibility for the minor's/ward's use of library materials and resources.
- IV. A card holder that is not in good standing due to nonpayment of fines, or due to failure to comply with library rules and policies, will not be issued a new or replacement library card. No card holder with more than \$5 in unpaid fines may check out materials. Individuals may be denied library cards or replacements if members of their household cumulatively owe \$50 or more to the library.
- V. Non-residents may obtain a Washington County Library Card: \$33 for one year or \$20 for six months. Picture ID and proof of current address is required. A household member of a non-resident cardholder may be added for the same duration for a fee of \$5. The materials checkout limit is 20 items per card, with a limit of 10 DVDs per card. Non-resident students who attend school in the Washington County School District may obtain a non-resident Washington County Library card free of charge. The card will be valid for one year, not to extend beyond their date of high school graduation.
- VI. The card holder, or the parent/guardian of a minor/ward card holder, is responsible for all damages, losses, fines and fees charged on the library card. Lost or stolen library cards are to be reported immediately to the library as the card holder continues to be responsible for all materials, fines, and fees charged to their card, regardless of who uses it, until it is reported lost or stolen. Residents will be charged fees for replacing lost or damaged cards, excluding cards that must be replaced because of normal wear and tear. Patrons shall also inform the library of changes to their address or phone numbers.

Dan McGuire
Library Board Chair

Joel E. Tucker
Library Director

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¹ For purposes of this policy, a resident is anyone who resides in and pays taxes to Washington County, rents as a primary resident, or someone who owns real property in Washington County.