



## LIBRARY CARD POLICY

- I. Residents<sup>1</sup> 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 library card by presenting a valid photo ID, however, photo ID cannot be used more than four times in a 12-month period. To protect the library and patron privacy, library card numbers will not be written and distributed by staff. Residents must obtain the number from their physical card or obtain a new library card for a small fee.
- II. To be issued a library card, individuals must provide proof of residency along with a current photo ID issued by the government, a school, or an employer. Examples of proof of residency are: receipt of property tax payment, rent receipt/contract with term, and certain mail such as a utility bill or receipt of bill payment sent to a residential address and dated within the last 30-60 days. 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. Under Utah law, a Driver's Privilege Card is not acceptable as proof of identification (Utah Code Annotated 53-3-207(12)). A post office box number may be used for mailing purposes, but is not sufficient as proof of residency.
- III. Adults may register for library cards for themselves, their minor children, and others where legal guardianship or custody have been granted. Parents/guardians accept responsibility for the minor's/ward's use of library materials and resources. Those under the age of 18, may receive a library card if they are an emancipated minor, or have reached the age of majority by marriage. Appropriate documentation must be presented to a library branch manager or library director.
- 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. The materials checkout limit is 20 items at a time, per card. 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 for \$33 dollars for one year or \$20 dollars 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. 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. Non-resident cards are ineligible for community room reservations. Interlibrary loans will be limited to in-library-use only. Additionally, some database limitations could be prescribed by vendors.

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. Card holders should immediately report lost or stolen library cards to the library as, otherwise, the card holder continues to be responsible for all materials, fines, and fees charged to their card, regardless of who uses it. Residents will be charged fees for replacing lost or damaged cards, excluding cards that must be replaced due to normal wear and tear. Patrons shall also inform the library of changes to their address or phone numbers.

  
Gene Garate  
Washington County Library Board Chair

  
Alan Anderson  
Washington County Library Director

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<sup>1</sup> For purposes of this policy, a resident is anyone who resides in and pays taxes to Washington County, rents as a primary resident in Washington County, or owns real property in Washington County. Residents of areas that directly border Washington County may qualify for residential status under this policy in some circumstances.