

## LIBRARY CARD POLICY

### FULL PRIVILEGE CARDS:

#### Privileges:

Card holders may borrow items from the Columbus Public Library's collections in accordance with other Columbus Public Library Board Policies, such as the Circulation Policy and Makerspace Use Policy. Card holders may use patron-access computers in the library. A library card also provides access to the Digital Library collection in both the library and anywhere a device is connected to the internet.

#### Age requirements:

Library cards are issued to patrons aged 19 or older, that can show proof of permanent address. Patrons between the ages of 5 and 18 may receive a library card as long as an individual aged 19 or older and in good standing (per the Privileges and Account Collection policy) with Columbus Public Library sign as the responsible party on the application.

#### Identification requirements:

All applicants must provide photo identification and documentation that they meet service area eligibility requirements.

Examples of acceptable documentation: current driver's license, bank checks, non-personal mail, voter registration, property tax paperwork, or similar proof of address in the City of Columbus, Nebraska. See Service Area Requirements for details on proof of service area eligibility for those not residing in the City of Columbus, Nebraska.

#### Service Area Requirements:

Columbus Public Library's service area is within the limits of the City of Columbus, Nebraska.

When one member of a household is eligible for a full privilege library card, other residents of the household at the same permanent address also qualify.

Patrons who fall under the following categories shall be eligible for a free library card, providing they are in good standing (per the Privileges and Account Collection policy) with Columbus Public Library.

- Applicants who reside in Columbus.  
Applicants must show proof of permanent residence.
- Applicants who work in Columbus.  
Applicants who work in Columbus will need to provide on an annual basis proof of employment such as a copy of a pay stub, a dated employee ID, a letter from the Human Resources department, or similar identification.
- Applicants attending school in Columbus.

Students must provide a current student ID annually, or in the case of students whose schools do not provide IDs, a student report card or a letter from school officials stating they are enrolled. Students must provide both their school year and permanent addresses, if different.

#### **DIGITAL LIBRARY CARDS:**

Digital library cards are available for patrons ineligible for a full privilege library card.

#### **Privileges:**

Card holders may use patron-access computers in the library and access the Digital Library collection in both the library and anywhere a device is connected to the internet.

In the case that a patron with a digital library card obtains a full privilege library card, their account will be modified, replacing their digital library card with a full privilege library card.

#### **REPLACEMENT:**

In the case of a lost, or stolen, library card of any type notify Columbus Public Library immediately.

To obtain a replacement card, library staff will verify identity. Refer to the Schedule of Fines and Service Fees for replacement cost.

Adopted by the Library Board on 3/14/2013. Revised on 11/13/2014, 7/9/2015, 11/8/2018, 6/9/2021