



ADMINISTRATIVE POLICY MANUAL

Document Number: 30-002-00

Section: Service

Subject: Borrowing Privilege Requirements

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Summary: Within this document are the guidelines for obtaining and using an Olathe Public Library Card.

- Policy:**
1. Olathe Public Library Cards are free; however, a replacement card is \$2.00. A replacement card will overlay the original record to prevent duplication or confusion.
 2. Stolen or lost library cards should be reported promptly. The customer assumes responsibility for all items borrowed by use of a card properly issued to him or her until it is reported as stolen or lost. Staff will not check out materials to a card reported stolen or lost.
 3. Customers must show identification with a current address to obtain a card, or replace a lost card. No library card will be issued without proof of identity; an applicant who cannot prove current address may be issued a library card with a one-time checkout of two items. No additional items may be checked out until valid proof of current address is provided.

The library accepts the following as identification:

- a. Driver's License
 - b. Voter Registration Card
 - c. Checkbook
 - d. Mail received at the new address
 - e. Rent receipt, utility bill, etc.
 - f. Any of the above belonging to a parent or guardian.
4. Children under sixteen must obtain a parent or guardian's signature on their application and are verified with the parent's or guardian's ID. With this signature, the parent or guardian agrees to responsibility for all materials checked out on the card and for the selection of all materials made by the child, including, but not limited to, books, periodicals, audio-visual materials, and materials accessed on library computer workstations.

Children under sixteen years of age will not be allowed to check out a laptop computer without written consent of a parent or guardian. Once consent is given a

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note will be placed on the minor's record stating the allowance to check out this equipment.

5. Computer Use Only Cards – A Computer Use Only Card may be issued to a customer who does not have a library card. This card allows access to Olathe Public Library computers and databases. The card is valid for 24 hours and may only be used inside the library. This card may not be used to check out materials, to reserve study rooms, or to use any other library materials. It does not allow access to library databases outside the library.

No Computer Use Only card will be issued to children under the age of 16 unless granted permission by a parent/guardian who is present with the child.

6. To encourage children's use of the library, school and youth groups are welcomed. If a teacher or other adult leader is bringing a group of children, the Olathe Public Library accepts the leader's verification of the parent/guardian's signature and address. The teacher should collect these forms along with their field trip forms. These teacher/leader verified forms may be brought in at the time of the field trip or brought in before the visit so that the cards are ready for use when the group arrives. Each new card will be sent to the child's home with a letter of welcome.

7. Customers must present their library cards, library card number or valid proof of identity to check out materials and access his/her own record. Customers without one of these items can verbally verify at least 3 pieces of account information to have full access to their account. For telephone service, customers need to provide their name and valid library card number or verbally verify at least 3 pieces of account information for all transactions involving customer records. (For example, renewals, requests, borrower information.)

A customer must have a current library card and PIN number or a Computer Use Only Card for log-on to public access Internet workstations.

8. Olathe Public Library Cards are good for one year and are renewed free of charge by verifying the current address. Cards with no activity in three years will be deleted from the system.

9. The Olathe Public Library accepts Johnson County Library cards as its own. If the customer already has a Johnson County Library card, an Olathe Public Library card will not be issued. Olathe Public Library cards are accepted at the Johnson County Library.



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10. For the convenience of customers, Metro Libraries have reciprocal agreements to use a single card - - generally the one from the "home" library. The other library's card can be activated in our system. Thereafter, it is treated just like an Olathe Public Library Card. Libraries in these agreements will extend the same privileges to Olathe cardholders. The following libraries are Metro Libraries:

- a. Kansas City, KS Public Library
- b. Kansas City, MO Public Library
- c. Johnson County Libraries
- d. Olathe Public Library
- e. North Kansas City, MO Public Library

11. Customers picking up reserved materials for another person must have the other person's library card, reserve postcard, or share an address and ask for the reserve before being allowed to pick-up reserve material. Customers may also authorize other customers or family members to pick up materials being held by notifying library staff in advance. Authorized individuals, upon presentation of identification, will not be required to have the customer's card or card number for check out, payment of fines, pick up of holds or renewing items.

12. Agency Cards are Olathe Public Library cards issued for the use of an agency or organization such as nursing home, business, or daycare. The card must be presented each time materials are checked out. The organization will be responsible for all late charges and for the cost of materials damaged or lost while charged to the agency card. To obtain an agency card, proof of affiliation with the organization will be required.