

Section: Service

Subject: Borrowing Privilege Requirements

Effective Date: October 25, 1994 (Rev. November 18, 1998) (Rev. 4/22/99) (Rev. 2/16/00)
(Rev. 7/19/00) (Rev. July 17, 2001) (Rev. 4/21/04) (Rev. 06/18/08)
(Rev.10/15/08) (Rev. 07/15/2009) (Rev. 08/19/09) (Rev 1/20/16)

Summary: The purpose of this policy is to articulate the privileges and responsibilities entailed in using a library card and conditions under which a card is issued.

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. Cards with no activity in three years will be deleted from the system.
2. A **verified** library card will be issued to a customer who can show valid proof of identification and current address. No **verified** library card will be issued without proof of identity. An applicant who cannot prove current address may be issued an **unverified** card and may check out up to two items. No additional items may be checked out until valid proof of current address is provided.

An **eCard** will be issued to a customer who completes and submits the library's online registration application. The **eCard** is available to customers who live within Johnson County. No proof of address is required. An **eCard** provides access to the library's eLibrary and allows for the placement of two holds on physical materials. The **eCard** does not allow for the checkout of physical materials. An **eCard** must be transitioned to a **verified** library card before items can be checked out.

3. A customer may check out materials or access his/her own record by providing a verified library card, verified library card number, or valid proof of identity. Customers without one of these items can verbally verify at least 3 pieces of account information to fully access 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 and borrower information.) Only verified library cards may check out materials. An eCard does not allow for the checkout of physical materials.
4. A customer who provides a verified library card or verified library card number of any individual may check out materials to that card or obtain information from the matching borrower record. A customer may also check out materials to another account by providing the PIN number and two other pieces of information on that account. Customer 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. Only verified library cards may check out materials. An eCard does not allow for the checkout of physical materials.

5. Children under sixteen must obtain a parent or guardian's signature on their application or electronic signature when registering online. 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, eLibrary content and materials accessed on library computer workstations.
6. The right of free access to information for all individuals is basic to all aspects of library service. A verified library card or eCard entitles the customer to borrow library materials according to the Schedule for Library Material Loan Periods (Administrative Policy 30-000-00) and other rules and regulations of the Library Advisory Board of Directors.
7. A verified library card, eCard or other valid identification may be required for use of library materials within the library. A customer must have a current library card or eCard and PIN number for log-on to public access Internet workstations. Further identification may be required for use of materials designated by the Director as likely to be stolen or mutilated.

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.

8. 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.
9. 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.



10. 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.

11. 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

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.

13. Special accommodation will be provided to individuals with disabilities as defined in the Americans with Disabilities Act (ADA) requiring assistance in applying for a library card.