3. Borrowing Privileges

   3.1. Getting a Library Card

   The right of free access to information for all individuals is basic to all aspects of library service. Olathe Public Library (OPL) library cards are free, both when initially activated and replaced. OPL offers three types of library cards: library cards for individual use, educator cards, and eCards.

      3.1.1. Library Card Borrowing Requirements

      A verified library card or eCard entitles a customer to borrow library materials according to the specified loan periods (see policy 3.2 Circulating and Non-Circulating Materials), as well as other rules and regulations of OPL.

      A verified library card, eCard, or other valid identification may be required for use of library materials within the library. A customer may use a current library card or eCard and PIN number, or a guest pass (see policy 4.5 Guest Passes), to use library computers.

      Further identification may be required for use of materials designated by the Library System Officers (LSOs) as likely to be stolen or mutilated.

      3.1.2. Library Card Reciprocity Agreement

      OPL accepts Johnson County Library (JCL) library cards as its own. If the customer already has a JCL library card, an OPL library card will not be issued. OPL cards are accepted at JCL locations.

      For the convenience of customers, Metro Libraries have reciprocal agreements to use a single card – generally the one from the "home" library. Upon customer request, the other library's card can be activated in our system. Thereafter, it is treated just like an OPL library card. Libraries in these agreements will extend the same privileges to OPL 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

      3.1.3. Library Cards for Individual Use

      A verified library card for individual use will be issued to any customer 16 years or older who fills out an application and can show both valid proof of identification and current address.

      An unverified library card for individual use will be issued to any customer who fills out an application but cannot prove current address. This card allows the customer to check out up to two items. No additional items may be checked out until valid proof of current address is provided.

Children under 16 years of age must obtain a parent or guardian's signature on their library card application. 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, audio-visual materials, eLibrary materials (all digital content), and materials accessed on library computers.

3.1.4. Educator Cards

Educator cards are intended to provide educators teaching in Johnson County access to library materials that support their curriculum in the classroom. The card is for educational purposes only. Individual teachers, childcare providers, and home school educators can apply for an educator card in addition to their personal card. The applicant's personal card must be in good standing before an educator card can be issued. Educator cards are issued to individuals, not to schools or agencies.

Educator cards offer the following borrowing privileges:
- Materials for use in a classroom or childcare setting can be checked out for a five-week checkout period.
- Materials are renewable up to five times per item, excluding items that have holds.
- Overdue fines are not charged, but replacement fees for lost or damaged items still apply.
- Accounts expire one year after registration and may be renewed at either OPL location.

Educator cards can be used to check out the following items, but are restricted to standard checkout periods:
- Hotpicks
- Hotspots
- Ukuleles
- Discovery Passes

Educator cards can also be used to reserve study rooms and Lab (Makerspace) slots for standard times.

3.1.5. eCards

An eCard will be issued to a customer who completes and submits the library's online eCard application. eCards are available to customers who live within Johnson County. No proof of address is required.

eCards offer the following borrowing privileges:
- Access to the eLibrary
- The placement of two holds on physical library materials
  - An eCard does not allow for the actual checkout of physical materials. To check out physical materials, an eCard must be transitioned to a verified library card.

Children under 16 years of age must obtain a parent or guardian's electronic signature when applying for an eCard 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, audio-visual materials, eLibrary content, and materials accessed on library computers.

3.1.6. Other Types of Library Cards

OPL accepts, but may or may not issue, other types of library cards issued by JCL, such as Community Outreach library cards.

3.1.7. Library Cards for School and Youth Organizations

To encourage children's use of the library, school and youth organizations are welcome to apply for library cards for groups of children. If a teacher or other adult leader is bringing a group of children to the library, OPL accepts the leader's verification of the parent/guardian's signature and address. The teacher/leader should collect these forms along with their field trip forms. These verified forms may be brought in at the time of the field trip or 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.

3.1.8. Accommodations

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

3.1.9. Personal Identification Number (PIN)

All OPL library cards come with a personal identification number (PIN)/password. The PIN allows access to many library services including a customer's online account, the eLibrary, online learning, and databases.

Changes to a customer's PIN/password require the library card number or ID and can be done on the library's website or by OPL staff upon request.

3.1.10. Accessing Library Card Accounts

When at the library in-person, a customer may check out materials or access their own library card account(s), of all kinds, by providing one of the following:
- Library card
- Library card number
- Valid proof of identity

Customers without one of these items must verbally verify their PIN and provide at least two 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 PIN and verbally verify at least two pieces of account information for all transactions involving customer records (placing renewals or holds, updating customer information, etc.)

A customer who provides a library card or library card number may check out materials to that card or obtain registration and borrowing information from the matching customer account.

Customers may authorize other customers (such as family members) to pick up materials on hold by notifying library staff in advance. Authorized customers, upon presentation of identification, will have full access to the account for which they have been authorized.

Any customer may pay the balance of any other customer without a library card number or other verification. However, in this circumstance, no information regarding registration or borrowing, or receipt of payment, will be provided to the person making the payment.

Parents or guardians of children under 18 years of age may, upon presentation of proper identification, obtain the status of their child's borrowing records information or withdraw their authorization for the child's library card.

Parents without proper identification must verbally verify the PIN and at least two pieces of the child's account information to have full access to the account.

3.1.11. Replacement Cards

Replacement cards will be offered free of charge to library customers. A replacement card will overlay the original record to prevent duplication or confusion.

3.1.12. Lost or Stolen Cards

If a library card is lost or stolen, the customer should notify OPL staff immediately so staff can prevent others from accessing the account. Until OPL staff are notified of a lost or stolen library card, the customer is responsible for items borrowed. Staff will not check out materials to a card reported stolen or lost.

3.1.13. Library Card Account Inactivity

Cards with no activity in two years will be deleted from the system unless the account has an unpaid balance.