

CITY OF LINCOLN ADMINISTRATION POLICY	NUMBER: 88
PREPARED BY: KATHRYN HUNT	DATE: February 2, 2022
SUBJECT: LIBRARY ACCOUNT POLICY	AUTHORITY : CITY MANAGER
	CITY MANAGER: SEAN SCULLY

PURPOSE

The purpose of this administrative policy is to provide information and process for the acquisition and use of the Lincoln Public Library by its account holders.

DEFINITION

Library Account: An account in the Library’s system provided to library users, granting them the privilege of borrowing library materials and accessing other library services.

Library Card: A physical card representing the cardholder’s library account.

Library Cardholder: An individual granted the privilege of borrowing library materials and accessing other library services.

GENERAL POLICY

Standard Library Accounts

Standard library accounts are free to:

- Any resident of the City of Lincoln.
- Any resident of California, per California Education Code 18731.

Physical cards are issued for free with a new account; replacement cards for an existing account are subject to a fee.

Library accounts are issued to individuals regardless of age. The person receiving the account must be present.

To be issued a library account, applicants aged 18 and older must:

- Provide the necessary personal and contact information, as requested in the Library Card Application
- Agree to the Lincoln Public Library Cardholder Agreement.
- Present picture identification and proof of address

To be issued a library account, minors under the age of 18 and conservatees must:

- Provide the necessary personal and contact information, as requested in the Library Card Application
- Agree to the Lincoln Public Library Cardholder Agreement.
- Have a parent or guardian present.
- Have the parent or guardian agree to the Lincoln Public Library Cardholder Agreement
- Have the parent or guardian present picture identification and proof of address

Staff will request one form of acceptable picture identification and one proof of address. Staff may request alternate or additional forms of picture identification if necessary to verify that an applicant is over the age of 18.

Examples of acceptable picture identification:

- State driver's license or identification card
- Government identification card
- Passport
- School or Military identification
- Resident Alien card
- Matricula Consular card

Examples of acceptable proof of address:

- State driver's license or identification card with current address
- Government identification card with current address
- Utility bill – PGE, City of Lincoln utility bill
- Other bill – credit card, mortgage payment, lease agreement

Out of State Accounts

Applicants from out of state are eligible for accounts with limited check outs. Applicants must provide an acceptable form of photo identification, proof of their permanent address, and a local address. Proof of address is not required for the local address.

Digital Access Accounts

Applicants over the age of 12 are eligible for digital access accounts, which provide immediate access to the Library's online resources without verification of identity or address. The ID and residence verification are waived because these accounts do not allow the cardholder to borrow physical items. Applicants are still required to agree to the Cardholder Agreement, and applicants under the age of 18 must have a parent or guardian agree to the Cardholder Agreement. The same confidentiality policies apply to these accounts.

Organizational Accounts

Library cards and accounts with different circulation limits and identification requirements may be issued to members of organizations that the Library is in partnership with. These limits are determined between the Library and the partner organization, and do not prevent members of these organizations from also obtaining standard Library cards with full privileges.

Lost and Replacement Cards

Cardholders are responsible for all materials checked out on a lost or stolen library card until the card is reported lost or stolen to the Library. Cardholders must report a lost or stolen library card immediately. There is a charge for a replacement card. Picture identification is necessary to replace a lost or stolen library card. Parent or legal guardian must provide picture identification to replace the card of children 17 and under or conservatees.

Updates and Expirations

Changes to name, mailing address, e-mail address, or telephone number should be reported to the Library immediately.

Library accounts require updating periodically in order to verify information. Accounts that are not used for three or more years are considered expired and may be deleted from the system.

Cardholder Privacy Statement

Patron records are confidential under California State Government Code 6267. This means that, unless required by a court order or other act of federal law, library staff cannot share or sell patron information, except when related to fines and fees. The Library only retains records of materials returned on time and in good condition at the request of the patron. See the library's Confidentiality Policy for further details.

Standard Library Cardholder Agreement

The Lincoln Public Library card I receive today is issued to me as an individual, and should only be used by me. The card must be presented to access my record, borrow materials, or use the Library computers.

As a cardholder of the Lincoln Public Library I have been given the following privileges:

- To borrow circulating library materials, regardless of format
- To use library resources
- To access the Library's public computers

In order to ensure these privileges, I agree

- To be responsible for all items checked out on this account, including any items lent to others or checked out as a result of lending this card to others
- To return all materials in good condition and by the due date
- To make timely payment of fees for any damaged or lost materials
- To report a lost or stolen card and any changes in name, address, phone, or e-mail immediately
- To pay all charges until the card is reported lost
- To follow all library policies, procedures, rules, and guidelines

Failure to abide by this agreement will revoke my library cardholder privileges.

I agree to abide by the Lincoln Public Library Cardholder Agreement

Parents or guardian

As the parent or guardian of the minor/conservatee applicant, I understand that this card entitles the applicant to the privileges stated above. I agree that I am responsible for ensuring that the applicant abides by the Agreement, and that I am financially responsible for items borrowed on this account. I am aware that confidentiality laws limit the information staff can share with me about the applicant's library use.

Effective

This policy becomes effective upon approval by the City of Lincoln's City Manager. Upon approval of this Library Card Policy, all previous Library Card policies are considered rescinded.