



## **Naples Library Library Cards Policy**

A library card shall be issued upon request and free of charge to all residing in the OWWL System. Identification and proof of residency are required to register for a card. Identification and proof of residency may be provided with a photo ID showing a current address or one form of address verification. If the photo ID does not have a current address, the library will accept one form of address verification. The library will issue a library card immediately upon meeting the requirements outlined above. The library will not accept new card registration 15 minutes prior to closing for the day.

A library card is valid for 2 years for card holders and may be renewed every two years. A library card for a non-resident is valid for two years. It may be renewed in accordance with the procedures outlined below for reciprocal borrowers.

### Photo Identification may be provided with:

- New York State Driver's License
- New York State ID
- Foreign National Voter Registration with Photo
- Consulate ID
- Military ID
- Passport

### The following are acceptable forms of address verification:

- Checks
- Current Lease/Mortgage
- Automobile Registration or Auto Insurance Policy
- Property Tax Bill
- Utility Bills
- School ID
- Voter's Registration

### Lost/Stolen/Damaged Library Cards

Library cards lost or damaged beyond use may be replaced with payment of \$1. A library card is issued for the sole use of the registered borrower and is not transferable to another person. A patron's responsibility is not over until library material is returned complete and in good condition. Patrons are responsible for all materials checked out on a lost, stolen, or loaned library card along with any fines, or damages incurred, until the library has been notified of the loss. A lost or stolen library card must be reported to the Library immediately to prevent unauthorized use. For the card holder's protection, library cards should not be loaned to other people. The Library Card is to be treated as if it were a credit card. To prevent identity theft, library patrons are encouraged to report stolen or lost items with personable identifiable information to the Police Department. The Library Director will work with library patrons that have been a victim of library card theft and library card misuse to lessen the amount of monetary damage to a patron's library account. The Library will notify OWWL Library System with the name and barcode number of lost or stolen cards. OWWL will share this information with other libraries to prevent misuse.

### Borrower's Responsibility

A valid library card must be presented when checking out library materials. Library cards are issued for the sole use of the registered borrower and are not transferable. The library card holder is responsible for all materials borrowed on their library card. The borrower will have borrowing privileges suspended if their library card has a total of \$5 or more in fines and fees. A parent or guardian must come into the library with proof of residency to register for a library card for a youth under the age of 13. The parent or guardian is responsible for all materials borrowed on the youth's card. The parent or guardian and youth will have their borrowing privileges suspended if the youth's card has a total of \$5 or more in fines and fees. The library card holder is responsible for informing the library in the event of a lost or stolen card. The borrower is responsible for informing the library in the event of changes in name, address, telephone and/or email address. Patrons must show a valid OWWL library card, a current form of identification, or provide sufficient evidence of identity when borrowing books from the Naples Library. Services will be declined without these personal items.

### Non-Resident Library Patrons

Any individuals that own property in/reside in New York State may acquire an Out of System card. These individuals must provide photo identification and proof of residence/property ownership in New York State.

### Other Users

Persons not eligible for borrowing privileges are welcome to use library materials and resources within the library.

Adopted by the Naples Library Board of Trustees on: November 20, 2019. Updated on: September 22, 2021, January 18, 2023, February 21, 2024.