

## LIVERMORE PUBLIC LIBRARY

### REGISTRATION FOR BORROWER'S PRIVILEGES

The Livermore Public Library maintains records of pertinent information on qualified borrowers of library materials. This information is confidential and is for the use of the Library only in the day to day transaction of Library business.

Borrowers are issued library cards which must be presented when materials are checked out for home use.

#### Qualifications for Registration

Any individual wishing to obtain a library card may complete an application.

Upon completion of the application, an individual must present to the staff member accepting the application one of the following valid pieces of identification which will verify the individual's identity as indicated:

1. California Driver's License with photograph
2. U.S. Immigration & Naturalization Green Card with photograph
3. California Identification Card with photograph
4. U.S. Passport
5. Student ID Card with photograph
6. Any other Government issued photographic identification

An individual must also verify that the address listed on the application card is, in fact, his/her residence. The individual may show the staff member any of the above items with the appropriate address on it.

If an individual does not have any of the above identification with the current address on it, one or more of the following may be used for address verification only.

1. Imprinted bank checks
2. Utility bill for name and current address
3. Rent receipt or proof of ownership papers
4. Mail addressed to them at the indicated address

If an individual has no acceptable item to verify identity, a library card cannot be issued.

If an individual has acceptable identification but cannot verify the current address, a library card may be issued to the individual but the individual will be limited to two (2) items until the individual receives the card in the mail. All library cards will be mailed to borrowers within two

weeks of initial registration.

### Borrower's Responsibility

The registration card is an agreement between the Livermore Public Library and the borrower in which the borrower agrees to abide by the rules of the Library and to be responsible for all library materials checked out on the card. A borrower so indicates agreement to be responsible when he/she signs the registration card and the library card in the appropriate place. Library privileges will not be granted if an individual refuses to sign the registration card. Privileges may be withdrawn if a borrower does not abide by Library rules or abuses library privileges.

### Juvenile Borrowers

Juvenile borrowers who are under sixteen (16) years of age and cannot be held legally responsible must have registration cards signed by either a parent and/or guardian who is legally responsible for them. Appropriate identification must be shown for the individual signing for responsibility. (Applications for cards may be taken home, but must be returned with the appropriate signature and identification for verification of that signature.)

Juveniles ages 5-15 who do not have a parent or legal guardian present to sign for the card or the parent/guardian chooses not to sign for the card are eligible to register for a student card under his or her own name. A student card can only be used to check out children's items and only allows up to two (2) items to be checked out at any one time; no fines or bills accrue but no additional items can be checked out until the item(s) are returned.

A child's parent and/or legal guardian may come to the Library at any time and sign to exchange the child's student card for a full-service juvenile card as long as all items checked out on the student card have been returned and all required identification is shown. If there is an item(s) that cannot be found, the parent/guardian can select to pay the cost of the item(s) or bring in a replacement item in new condition to clear the card. At age 16, a youth may sign on his or her own behalf to exchange the student card for a full-service card as long as the required identification can be shown and the student card has been cleared. A child can have either a student card or a regular juvenile card, but not both.

### Registration Period

Library cards are valid for three (3) years. Thereafter, active accounts are renewed on an annual basis. Library card accounts that are not utilized within a three year period are purged.

### Change of Address

It is the borrower's responsibility to notify the Library of any change in name or contact information.

## Lost Cards

A borrower who has lost a library card may have the card replaced for a cost of \$1.00. A new identification number is issued and a new card made. Should the borrower subsequently find the lost library card, this card will no longer be valid and should be destroyed. Any outstanding materials and fines or fees are transferred to the new card when it is issued.

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