



Library Card Guidelines

A.K. Smiley Public Library issues free library cards to those who meet the application requirements. AKSPL will issue only one card per patron. Patrons may not have multiple cards with various responsible parties. If multiple accounts are identified, they will be merged and the newest account will inherit all fees and circulation transactions.

A. Requirements for a library card

- Responsible Party must be present if library card applicant is a minor
AND
 - Valid photo ID with a current address
OR
 - Valid photo ID without current address and proof of address
1. **No card will be issued to a minor (under age 18) without a responsible party present. Only 1 responsible party allowed per card.**
A responsible party is willing to sign for applicant as long as they understand they are financially responsible for the fees of the account they are signing.
 - a. **Emancipated Minor:** Emancipated minors with legal documents may sign as an adult/responsible party.
 2. **Valid photo ID is limited to those listed below**
 - Any Government ID (USA or non-USA)
 - School ID
 - Commercially issued ID card that contains the patron picture and name
 - Club Card of a store requiring membership
 - Employee ID
 - Any issued card with the applicant's picture and name on it (Bank ATM, Check cashing, etc.)
 3. **Replacement Card**
Patron must show photo valid ID and verify name and address.
 4. **Updating Expired Cards**
Patrons will be asked to verify their contact information when their Library cards expire.
 6. **Extending Permission to Access Account**
Please inquire if you are unable to physically visit the library.

B. Library Card Access

Library Cards are required to check out library materials, use computers, and access online databases. Cardholders may borrow a maximum of 20 items at a time. Patrons

must complete and sign the Library Card Application. Card is valid for 3 years, and is renewable.

C. Electronic Access Only

This allows patron use of online database access only. Card is valid for 1 year and is renewable.

D. Day Pass

This allows patron to use library computers for up to 3 hours per day. Patron must provide their name to verify they do not already have a library card or outstanding fines. Patrons must agree to the terms of the Computer Use and Internet Policy.

E. Checkouts and Fees

- Library patrons must have a valid library card to check out materials.
- Items may not be transferred from one card to another.
- Items not eligible for renewal must be returned and made available to the public for 24 hours. After the 24 hours the item may then be checked out again.

1. Limits by Material Types

Since materials are not in equal supply or demand, some subject areas/material types may be restricted to allow access to all.

Checkout and Renewal limits	Standard Loan Period	Renewals (if item has no outstanding holds)
Books	2 weeks	2
New Books	2 weeks	0
Audio Materials	2 weeks	2
DVD/VHS	2 weeks	2
Pamphlets	2 weeks	2
Periodicals	2 weeks	2
Ebooks	1-2 weeks	0
Video Games	2 weeks	0
Framed Art	6 weeks (2 per patron)	0
Reference Periodicals	Overnight Only	0
Adult Literacy	6 weeks	2
Vacation Loans	Up to 6 weeks	0
Interlibrary Loan	varies by lending institution	

2. Checking out an item with an outstanding hold

Items on hold may only be checked out using the library card used to place the hold. Holds are not transferable to another library account.

3. Fees

Fees are added to accounts when a patron loses or damages a library item. If lost or damaged items exceed \$10.00, all borrowing privileges and computer privileges are suspended until fees over \$9.99 are paid or the library is reimbursed for lost or damaged items. All fees are non-refundable with the exception of a refund for a lost

item for which a patron has paid is returned in circulating condition within 30 days of payment.

Type	Damaged Item Replaced	Fee
Art Prints	Backing Damaged	\$14-\$30
	Broken Hanger	\$8
	Other Damage	TBD
Books	Cover Chewed (cover only)	\$2
	Labels, RFID Tag or Barcode Missing	\$2
	Torn Jacket or Pocket Damaged/Missing	\$2
	Map Insert	\$3
A/V	Audiobook Case	\$9
	Jacket missing or damaged	\$5
	CD case	\$4
	DVD/Blu-ray case	\$3
	Play-Away battery cover	\$1

4. Overdue Notices

Two overdue notices are generated and mailed to the patron as a courtesy reminder.

5. Paying for Lost Items

Patrons must pay for all lost materials in full at the Circulation Desk or in the Young Readers' Room.

6. Refund of Lost Item

A refund is given when a patron returns an undamaged, lost item within 30 days from the payment date.

7. Book Reserve

A reserve or hold may be placed on any circulating item in the collection, in person, by phone or on-line from the library catalog. Patron has 10 days to pick up their reserved items.

8. Interlibrary Loan

Patrons can request an interlibrary loan from an outside institution by visiting the reference desk during open hours. A \$4 fee is due at the time of pickup.