

## Obtaining a Library Card

Library cards may be obtained free of charge by non-temporary residents of Orange County and residents of counties contiguous to Orange County (Albemarle, Culpeper, Greene, Louisa, Madison and Spotsylvania counties).

Temporary residents who are unlikely to remain in our area for an extended period (six months or more) such as visitors and houseguests will not be issued cards.

### FOR ADULTS

Obtaining a library card requires proof of identification, proof of address and proof of residency.

#### Proof of ID

Acceptable forms of identification for proof of ID are limited to: state issued driver's license or ID card (from any U.S. state), U.S. Military ID, passport, or Permanent Resident Card (green card) and must include a photo and birth date.

#### Proof of mailing address

Acceptable forms of identification for proof of permanent mailing address are limited to: Items listed in the proof ID section (if address is current and local – an expired license cannot be used for proof of address)

Current utility or insurance bill

Current vehicle registration

Rent or mortgage payment receipt with name, printed (not handwritten) address, and date of payment dated within the past 2 months

Tax receipt from payment of real estate or personal property taxes dated within the past 12 months

Bank statement dated within the past 2 months

Current Virginia voter registration card or voter ID

Cancelled check or printout of same from online banking that includes address and cancellation and is dated within the past 2 months.

Lease or rental agreement

#### Proof of residency

For those people unable to prove residency in our service area with the items listed above we will accept a Lake of the Woods or other community ID card, Orange County, VA issued employee ID, or a library card from a reciprocal borrowing partner (Madison County Library, Culpeper County Library or Central Rappahannock Regional Library) to satisfy the proof of residency requirement only. (JMRL is no longer a reciprocal partner as of Jan. 2013)

For non-resident students we can accept a current college or other officially issued school ID and cancelled mail that is printed, not handwritten, and includes the name, an

address inside our service area and a postmark dated within the last 2 months.

#### FOR MINORS (those under age 18)

When applying for a library card for a minor child, we require that the responsible party (parent or legal guardian) signing the child's card application also have a library card and present their ID as outlined above. The child must be present in order for the card to be issued.

Emancipated minors must provide documentation for their status and their own identification. For emancipated minors we can also accept an identi-kid ID card or social security card and birth certificate.

Patrons holding a library card signed for by a parent/legal guardian are required to re-register under their own signature when they turn 18 or achieve emancipated minor status.

#### REPLACEMENT CARDS

Replacement cards will be issued for a \$1.00 fee upon presentation of photo ID (state issued driver's license or photo ID, military ID, Permanent Resident Card (green card) passport, student ID, identi-kid card, employee ID card).

Photo ID will not be required for those under age 18 but is strongly preferred for those age 16 and over. Those under age 18 will be asked to verbally verify information from their patron account before a replacement card is issued to verify identity.

Persons over age 18 who are unable to document their local address may use library materials in house and use the library computers as a guest for up to 30 days while they obtain proof of address. Those under 18 may use the library Internet computers as guests only in the presence of an accompanying parent.

**Effective April 1, 2012: New card applicants will be sent an address verification postcard to the mailing address they provide. The postcard must be presented to library staff for the customer to receive unrestricted status. New card applicants will be given provisional status for 30 days. If they do not return with their address verification post card within that time, their account will expire and deactivate.**

Effective December 1, 2004: Persons not having any permanent address in the county, such as residents of the homeless shelter, will be issued an e-services card allowing them to check out only items to be used inside the library so that they may use the Internet, access library databases and other in-house services requiring a card.

Effective April 17, 2014 a library card, state issued photo ID, driver's license, passport or military ID must be presented by existing cardholders in order to check out library materials. Responsible parties may show ID to utilize the accounts of the children they

are responsible for. Scanned library cards on smartphones or other devices will be accepted only in conjunction with a photo ID.

### **E-Services cards**

Effective August 1, 2013, in addition to the standard full-service library card, the Library offers an electronic services only "E-Card" for customers age 10 and over. The e-card provides access to library computers, library databases and electronic research tools, e-books and downloadable audios. The e-card only allows access to electronic materials and cannot be used to check out physical items from the library. Because of this, the e-card cannot accrue fines or other charges. The e-card requires the same application form as a standard card. The e-card does not require postcard address verification but is intended for residents of our service area. The e-card has a 6 month expiration period and can be renewed either in person or over the phone with provision of the card number.

The e-card allows youth ages 10-17 to apply without a parent present and also omits the requirement that the parent or guardian have a library card with us. As our library does not act in loco parentis, the e-card for minors does require a signed parental permission slip for customers ages 10-17. E-card privileges will be revoked at the signed written request of the parent. Youth ages 10-17 are allowed to carry both a standard and an e-card account and are allowed to use the e-card even if their standard card account is blocked.

Adults are not allowed to carry both types of cards and must choose one. Customers with blocked standard accounts will not be allowed to switch to an e-card account until their standard account is in good standing with all charges paid. New cardholders wanting to switch from an e-card to a standard full-service card will need to complete the postcard address verification before switching.

Adults who are unable to meet the address documentation requirements for a standard card (temporary residents, property holders whose primary residence is elsewhere, recently moved persons who cannot yet document residency within our service area) may receive an e-card. A photo ID is required, just as it is for visiting customers wanting to access the Internet. Customers who qualify for and would prefer to receive a standard full-service e-card will not routinely be issued e-cards as a stopgap measure, due to the cost to the library. They will be granted guest access to computers for up to 30 days while they obtain the required documentation.

### **Educator Cards**

The Orange County Public Library will issue educator cards with additional borrowing privileges to individuals employed in an educational capacity (preschool teacher, daycare provider, Head Start, teacher at a public or private school). One of the following is required for verification: 1) employee ID, letter from employer, pay stub with name of employer and employee.

The card can be obtained in addition to a personal library account and will allow

borrowing of an additional 30 items from the print juvenile and young adult collections under the same rules as a regular card (28 day initial loan, up to 3 renewals if the item is not requested/reserved by another customer).

Late fees will not be assessed, but the account will be blocked at 30 days overdue, and the cardholder will be charged for unreturned items at 180 days overdue and their just like standard customer accounts.

An educator with a blocked educator account will still be able to use his/her personal account and vice versa as the accounts will function independently of each other.

As this is a privilege which the Orange County Public Library system is extending as a courtesy to educators, we reserve the right to withdraw the educator card if there are issues with its usage.

### **Renewal of Library Cards**

Regular cards are set to expire annually. E-cards expire every six months. Customers wishing to re-instate an account which has expired, will be subject to postcard address verification under the following conditions:

- 1) They are a juvenile who is transitioning to an adult account and their juvenile account has a poor status (owes fines in excess of fine maximum, has overdue items, has lost items, has damaged charges or is otherwise blocked).
- 2) They are an adult and their account has a poor status (owes fines in excess of fine maximum, has overdue items, has lost items, has damaged charges or is otherwise blocked).
- 3) They are an adult and their account has been inactive for at least 2 years.

(Adopted by the Library Board of Trustees 1/98, amended 6/98, amended 10/2002, 3/2003, 5/2004, 4/2005, 2/2006, 11/12/2009, 1/2012, 5/2013; 11/2014; 8/2016)

## Lending of Materials

Library materials will circulate for 4 weeks/28 days with the exception of: DVD's and Blu-Rays which circulate for 1 week/7 days and TV series, video games and new adult books which circulate for 2 weeks/14 days. All items may be renewed a maximum of 3 times with the renewal being the same length as the original loan period. Reference books do not circulate except overnight with special permission from the staff person in charge.

Any one borrower's card is limited to borrowing a total of 30 items. Any one patron may check out a limit of 6 of the following formats: video games, books on CD, music CD's, CD-ROMs, DVDs, Blu-Rays and magazine issues. Borrowers are also limited to six items from a series of any format other than TV. Examples include: Magic Tree House Chapter books, Sookie Stackhouse novels, DVDs of the series Ken Burns' Civil War, books on CD of the Alex Cross series by Patterson. TV series are limited to 3 per card, 1 per series. As per policy 3-5, patrons are also limited to 15 holds at one time.

Holders of provisional cards will be limited to 2 items of any type at one time and will not be allowed to check out video games or any multi-part item (e.g. storytime kits and TV series).

Holders of educator cards are limited to 30 items from the juvenile and young adult print collections.

Responsible parties (parent/guardian who signs for a library card for a minor) will have their accounts blocked when the minor has long overdue items (30+ days) or owes over \$10.00. They will have to clear up the issue on the minor's account to use their account.

Effective April 17, 2014 a library card, state issued photo ID, driver's license, passport or military ID must be presented by existing cardholders in order to check out library materials. Responsible parties may show ID to utilize the accounts of the children they are responsible for. Scanned library cards on smartphones or other devices will be accepted only in conjunction with a photo ID. Renewals do not require card or ID unless the customer requests title information.

Effective May 1, 2006, library privileges will be restricted for those patrons who have had item(s) 30 days or more overdue three or more times within a six month period. These patrons will be limited to a checkout of 3 items at one time for a period of six months after the third occurrence of long overdue item(s).

Approved by the Library Board of Trustees 1/98; amended 10/99, 4/2000, 10/2002, 3/2003, 3/2004, 4/2005; 5/2006; 4/2008; 8/2009; 1/2010; 8/2010; 10/2010, 5/2011; 8/2013; 10/13;4/2014;5/15; 8/2016)

## Library Hours and Services

### Hours of Service

The hours of operation will be set for each library site by the Library Board of Trustees. The library follows the holiday closing schedule of Orange County. The Library will observe the following holidays: New Year's Day, Lee Jackson Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day. In some cases, the day after Christmas and other days may also be observed if granted by the Board of Supervisors. When a holiday falls on a weekend, the library will also close on that Saturday.

Closings due to weather will be determined for **all libraries** by the **County Administrator** to coincide with other county offices. In some cases, branch libraries may be unable to open or need to close early even though the county offices and Main Library are open. Closures will be determined by the County Administrator after communication with the Library Director and/or the appropriate staff member in charge.

Emergency closing of any building, for reasons other than weather, is at the discretion of the County Administrator, the Library Director or staff member in charge should be consulted in the event such closing becomes necessary. Possible reasons for such closing include but are not limited to: loss of power to the building lasting more than 20 minutes, electrical or mechanical failure resulting in a danger to staff and patrons, failure of heating or air conditioning when temperatures are such that the environment is unsafe, and flooding.

### Reference Services

Patrons asking for assistance in person will be served first, the next priority is those requesting information over the phone or in writing. A trained reference person is not available to provide reference service during all hours or at all locations. All library staff will endeavor to guide patrons to the information they request in a courteous and timely manner, but will not interpret any information found.

### Other Services

The library provides the following services which are described in other sections of this manual: Interlibrary Loans, Photocopying, online databases, word processing computers, Internet access, programs for children and adults, and meeting rooms.

(Approved by the Library Board of Trustees 1/98; amended 8/99, 10/2002; amended 5/06, amended 8/13)

## Fines and Fees

Fines for overdue materials are as follows:

Daily fine per book, CD, cassette-----	\$.20 (adult), \$.10 (juvenile)
Daily fine per CD-ROM-----	\$.20 for all items
Daily fine per DVD, Blu-Ray or Video Game -----	\$.50 (adult), \$.50 (juvenile)
Daily fine per interlibrary loan item-----	\$.50 (adult), \$.50 (juvenile)

The maximum fine for all juvenile items except DVD's and Blu-Rays will be \$2.00

The maximum fine for all adult materials and all DVD's, Blu-Rays and video games will be \$5.00

Items more than 365 days overdue will be charged the replacement cost of the item or the default charge listed below if the item does not have a replacement cost listed in the library's catalog database. Our computer system will automatically assess a charge of \$25.00 for any item with a price not listed, our staff will make every effort to correct any overcharges to coincide with the current sales price online or with the schedule below should a price not be available.

Adult books -- \$28.00

Adult unabridged books on CD -- \$50.00

Juvenile books - \$18.95

Juvenile non-fiction book - \$25.00

Juvenile book on CD - \$35.00

DVD's, CD-ROMs - \$20.00

Blu-Ray movies \$30.00

Music CDs - \$15.00

Video games - \$30.00

Magazine issues - \$4.00

Pamphlets (Cliff & Spark Notes) - \$5.00

Children's board books - \$8.00

Mass market paperback books \$9.00

Children's paperback books – \$5.00

Educational DVD courses \$90.00

Reference books – \$100.00

Library privileges will be suspended if fines for overdue, lost or damaged materials accumulate to more than \$10.00 unless a partial payment of at least 20% of the balance is made. Partial payments may not be made for lost items (due to the processes required by the Finance Department for handling refunds). Library privileges will also be suspended if a patron has unreturned library materials which are more than 30 days overdue. Privileges will be reinstated when the item (s) is returned or paid for.

Effective July 1, 2011, restricted privileges (checkout of 3 items at a time) will be allowed to those who owe over \$50.00 in fines (not damage or lost charges) and who are making payments of at least 20% of the balance each time they checkout or use a computer. The restricted status will last until the balance is reduced below the \$10.00 limit.

Effective Jan 1, 2008: All items which are 365 days or greater overdue will be charged for the cost of the item regardless of whether the item is returned.

Effective May 1, 2006, library privileges will be restricted for those patrons who have had item(s) 30 days or more overdue three or more times within a six-month period. These patrons will be limited to a checkout of 3 items at one time for a period of six months after the second occurrence of long overdue item(s).

Effective March 19, 2004, In the case of juvenile patrons, a block on the child's record will also block the record of the responsible party for their account.

In extreme cases, if the value of the unreturned materials exceeds \$100.00, the Library Director is empowered to consult with legal counsel to obtain payment.

Fees charged by the library include:

A \$1.00 fee for replacement library cards.

A non-refundable \$3 processing fee on lost materials

A non-refundable \$3 processing/postal fee for each item requested on Interlibrary Loan

15 cents per page for printing in black and white from any computer.

50 cents per page for printing in color from any computer.

Damage charges assessed based on the condition of the item

(Damaged items are not assessed a processing fee)

(Approved by the Library Board of Trustees 1/98; amended 10/99, 7/2000, 5/2001, 10/2002, 3/2003, 3/2004,5/2004, 2/2006,5/2006;10/2006; 12/2006;7/2007;4/2008;5/2010;8/2010;3/2011, 5/2011, 8/2013)





