

HOMER PUBLIC LIBRARY LIBRARY CARD REGISTRATION POLICY

- All library loan transactions require the use of a valid library card.
- The first card is free. Replacement cards cost \$5.00 each.
- Permanent library cards are renewed every year.
- A patron may not have more than one valid Homer Library card.
- Individuals applying for any card must comply with the identification requirements set out below.

A. PERMANENT CARDS

A permanent card is issued to adults who complete and sign the proper application form, and demonstrate proof of identity and local residency. Completion of the application form affirms that individuals accept responsibility for the proper use of library materials and resources. A Permanent Card allows patrons to check out up to 25 items at a time.

To obtain a Permanent Card you must:

1. Apply in person.
2. Supply proof of identity.
3. Supply proof of residency or land ownership in the Homer Public Library service area.
4. Supply proof of mailing address in the Homer Public Library service area.

1. Apply in Person

2. Proof of Identity

Photo Identification is required to ensure that the person applying for a library card is the applicant. Acceptable proof of identity for a Permanent Card includes:

- Valid Driver's License.
- Government Issued Photo Identification.
- School Identification Card.
- Military identification.

3. Proof of Residence or Land Ownership in the Library Service Area

Applicants must fulfill the requirements listed in 3a. or 3b.

The Homer Library Service area includes:

- City of Homer.
- City of Kachemak.
- City of Seldovia.
- Anchor Point voting precinct.
- Diamond Ridge voting precinct.
- Fritz Creek voting precinct.
- Halibut Cove
- Kachemak Bay voting precinct.
- Port Graham voting precinct.
- Ninilchik voting precinct.
- Nanwalek.

3a. Applicants must reside at a permanent address within the Library service area

Acceptable proof of local residence includes:

- Voter registration card with local address.
- Alaska Sport or Commercial Hunting or Fishing license with local address.
- Military Identification Card.
- A tax receipt showing physical address.
- A utility bill showing physical address.

-OR-

3b. Applicants must own property within the Library service area.

Acceptable proof of local land ownership consists of a current real estate property tax receipt, which may be printed from the Borough website: www.borough.kenai.ak.us.

4. Proof of Local Mailing Address in the Library Service Area

Acceptable proof of local mailing address includes:

- Preprinted checks from a local bank imprinted with local address.
- Official government-issued document (excluding a driver's license) showing local address. *A mailing address on a driver's license is not sufficient.*
- Evidence of cancelled mail addressed to the applicant at a local address, postmarked within the last 30 days.

Important Notes:

- General Delivery is not an acceptable address for a Permanent Card.
- Proof of change of address is required when mail has been returned.
- Patrons who move out of the service area and who no longer meet the requirements of a Permanent Card are eligible for a Temporary Card.

Permanent Library Cards for Juveniles

Persons under 18 years of age are considered juveniles.

Requirements for a Permanent Juvenile Library Card:

1. A parent or responsible party must apply for a Juvenile Library Card in person.
2. Proof of identity for parent or guardian.
3. Proof of a valid local mailing address for the parent or guardian.

By signing the juvenile's application, the parent or guardian accepts responsibility for library materials and services used by the juvenile, as well as the juvenile's conduct on library premises. Juveniles may check out up to 25 items at a time on a permanent card. The parent or guardian's library record must be in good standing before any new cards will be issued.

B. TEMPORARY CARDS

Temporary Cards are issued to people who plan to be in service area for six months or less or do not have proof of local residency. A Temporary Card is issued for six months. Completion of the application form affirms that individuals have accepted responsibility for the proper use of the library.

There are two types of Temporary Cards:

- A Limited Temporary Card allows up to 2 checked out items for a non-refundable fee of \$10.00.
- A Full Temporary Card allows up to 15 checked out items for a fee of \$50.00, \$25.00 of which is refundable.

Family Temporary Card Refund Procedure:

Upon patron's departure from Homer, \$25.00 of the deposit will be refunded, less outstanding fines or fees. The \$25.00 non-refundable portion covers administrative costs of the deposit program. Refunds will be issued via check by the City of Homer during the second check-run of the month. Patron must inform library staff of departure, and forwarding address should be on the application. If deposit is not requested within sixty days after the six-month expiration date, it will be considered a donation to the Friends of the Homer Library.

Requirements for Temporary Library Cards:

1. Must apply in person.
2. Proof of identity.
3. Proof of permanent residence address.

1. Apply in Person

2. Proof of Identity for Temporary Cards

Photo Identification is required to ensure the person applying for the library card is the applicant. Acceptable proof of identity for a Temporary Card includes:

- Valid Driver's License.
- Government Issued Photo identification.
- School Identification Card
- Military Identification.

3. Proof of Permanent Residence for Temporary Cards

Acceptable proof of permanent residence for a Temporary Card includes:

- Valid Driver's License showing permanent address.
- Official government-issued document showing permanent address.
- Evidence of cancelled mail addressed to the applicant at their permanent address postmarked within the last 30 days.

A local address may be given in addition to a permanent address if available.

Important notes:

- General Delivery is not an acceptable permanent address for a Temporary Card.
- General Delivery or "c/o" is acceptable as a local address only in addition to a permanent address.

Temporary Cards for Juveniles

Persons under 18 years of age are considered juveniles.

By signing the application for a Juvenile Temporary Card, the parent or guardian accepts responsibility for library materials and services used by the juvenile as well as the juvenile's conduct on library premises. Juveniles may check out two items at a time on a Juvenile Temporary Card. If the parent or responsible party has a library card, that library record must be in good standing before a Juvenile Temporary Card will be issued to the juvenile.

Requirements for a Juvenile Temporary Library Card:

1. A parent or responsible party must apply in person.
2. Proof of identity for parent or responsible party.
3. Proof of a valid local mailing address for the parent or responsible party.

Exceptions to the above requirements may be made at the discretion of the Library Director.

Approved by the LAB on January 3, 2012

Approved by the HCC on January 23, 2012

Edits made to checkout limits only, Sept 17, 2014

Edits made to Temporary Card refundable amount (from \$40 refundable to \$25 refundable), Jan 1, 2016