

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Clerk/
4 Library Advisory Board

5 **RESOLUTION 16-108**

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7 A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
8 AMENDING THE HOMER PUBLIC LIBRARY POLICIES FOR LIBRARY
9 CARD REGISTRATION.

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11 WHEREAS, The Library Advisory Board reviewed and approved amendments to the
12 Library Card Registration Policy to update and clarify the language and simplify the
13 requirements for issuing Temporary Library Cards; and

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15 NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby amends the
16 Homer Public Library Policies for Library Card Registration as follows:

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18 **HOMER PUBLIC LIBRARY**
19 **LIBRARY CARD REGISTRATION POLICY**

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21 **A. PERMANENT CARDS**

22 Any adult residing or owning property in the Homer Public Library service area is eligible for a
23 permanent library card. Applying for a card affirms that the card holder accepts responsibility
24 for materials borrowed on the card and any fines incurred. A permanent card allows patrons
25 to check out up to 25 items at a time. A patron may not have more than one valid Homer
26 Public Library card. The first card is free and must be renewed annually. Lost cards may be
27 replaced for a small charge.

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30 **Requirements for a Permanent Card:**

- 31 1. Apply in person.
32 2. Supply proof of identity.
33 3. Supply proof of residency or land ownership in the Homer Public Library service area.

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35 **1. Apply in Person**

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37 **2. Supply Proof of Identity**

38 Acceptable proof of identity for a permanent card includes:

- 39 • Valid driver's license.
40 • Government issued photo identification.
41 • School identification card.
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43 **3. Supply Proof of Residency or Land Ownership in the Library Service Area**

44 Applicants must reside at a permanent address or own property within the library service
45 area. The Homer Public Library service area includes:

46	Anchor Point	Diamond Ridge	Fritz Creek
47	Happy Valley	Halibut Cove	City of Homer
48	Kachemak City	Kachemak Selo	Millers Landing
49	Nanwalek	Ninilchik	Nikolaevsk
50	Port Graham	Razdolna	Seldovia
51	Voznesenka		

52
53 Acceptable proof of local residency or land ownership within the library service area includes:

- 54 • Valid Alaska driver’s license or other government-issued document showing local
55 address
- 56 • Cancelled mail addressed to the applicant postmarked within the last 30 days
- 57 • Voter registration card with local precinct
- 58 • Recent utility bill showing physical address, printed or on an electronic device
- 59 • Preprinted check from a local bank imprinted with local address
- 60 • Real estate property ownership, which may be verified on the Borough website:
61 www.borough.kenai.ak.us

62
63 **Important Notes:**

- 64 • General Delivery or delivery c/o (care of) is not an acceptable address for a permanent
65 card.
- 66 • Proof of change of address is required when mail has been returned.
- 67 • Patrons who move out of the service area and who no longer meet the requirements
68 of a permanent card are eligible for a temporary card.

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70 **Permanent Library Cards for Juveniles**

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72 **Requirements for a Juvenile Permanent Library Card:**

- 73 1. A parent or guardian must apply for a juvenile library card in person.
- 74 2. Supply proof of identity for the parent or guardian.
- 75 3. Supply proof of the parent or guardian’s residence or land ownership in the
76 Homer Public Library service area.

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78 Persons under 18 years of age are considered juveniles. By applying for a juvenile permanent
79 card, the parent or guardian accepts responsibility for library materials and services used by
80 the juvenile, as well as the juvenile’s conduct on library premises. Juveniles may check out
81 up to 25 items at a time on a permanent card. The parent or guardian’s library account must
82 be in good standing before any new cards will be issued.

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84 **B. TEMPORARY CARDS**

85 Temporary cards are issued to people who plan to be in service area for six months or less or
86 do not have proof of local residency. A temporary card is available for a small fee and is valid
87 for six months. Temporary card holders may check out up to 10 items at a time. Applying for a
88 card affirms that the card holder accepts responsibility for materials borrowed on the card
89 and any fines incurred. A patron may not have more than one valid Homer Public Library
90 card.

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92 **Requirements for Temporary Library Cards:**

- 93 1. Apply in person.
94 2. Supply proof of identity.
95 3. Supply permanent mailing address.
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97 **1. Apply in Person**

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99 **2. Supply Proof of Identity**

100 Acceptable proof of identity for a temporary card includes:

- 101 • Valid driver's license.
102 • Government issued photo identification.
103 • School identification card.
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105 **3. Supply Permanent Mailing Address**

106 Acceptable proof of permanent mailing address for a temporary card includes:

- 107 • Valid driver's license showing permanent address.
108 • Official government-issued document showing permanent address.
109 • Evidence of cancelled mail addressed to the applicant at his/her permanent address
110 postmarked within the last 30 days.

111 A local address may be given in addition to a permanent address if available.
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113 **Important Notes:**

- 114 • General Delivery or delivery c/o (care of) is not acceptable as a permanent address for
115 a temporary card. Both may be used as a local address supplementing a permanent
116 address.

117 **TEMPORARY CARDS FOR JUVENILES**

118 Persons under 18 years of age are considered juveniles. By applying for a juvenile temporary
119 card, the parent or guardian accepts responsibility for library materials and services used by
120 the juvenile as well as the juvenile's conduct on library premises. If the parent or guardian
121 has a library card, that library account must be in good standing before a juvenile temporary
122 card will be issued to the juvenile.
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Requirements for a Juvenile Temporary Library Card:

1. A parent or guardian must apply in person.
2. Supply proof of identity for the parent or guardian.
3. Supply permanent mailing address for the parent or guardian.

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

PASSED AND ADOPTED by the Homer City Council this 24th day of October, 2016.

CITY OF HOMER

BRYAN ZAK, MAYOR

ATTEST:

JO JOHNSON, MMC, CITY CLERK

Fiscal Note: N/A