

# HOMER PUBLIC LIBRARY LIBRARY CARD REGISTRATION POLICY

## A. PERMANENT CARDS

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

### Requirements for a Permanent Library Card:

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

#### 1. Apply in Person

#### 2. Supply Proof of Identity

Acceptable proof of identity for a permanent card includes:

- Valid driver's license
- Government-issued photo identification
- School identification card

#### 3. Supply Proof of Residency or Land Ownership in the Library Service Area

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

- Anchor Point
- Diamond Ridge
- Fritz Creek
- Happy Valley
- Halibut Cove
- City of Homer
- Kachemak City
- Kachemak Selo
- Millers Landing
- Nanwalek
- Niniichik
- Nikolaevsk
- Port Graham
- Razdolna
- Seldovia
- Voznesenka

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

- Valid Alaska driver's license or other government-issued document showing local address
- Cancelled mail addressed to the applicant postmarked within the last 30 days

- Voter registration card with local precinct
- Recent utility bill showing physical address, printed or on an electronic device
- Preprinted check from a local bank imprinted with local address
- Real estate property ownership, which may be verified on the Borough website: [www.borough.kenai.ak.us](http://www.borough.kenai.ak.us)
- Current rent bill or signed lease agreement with local address

***Important Notes:***

- General Delivery or delivery c/o (care of) 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**

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

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

Persons under 18 years of age are considered juveniles. By applying for a juvenile permanent 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 up to 25 items at a time on a permanent card. The parent or guardian’s library account 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 the service area for six months or less or do not have proof of local residency. A temporary card is available for a small fee and is valid for six months. Temporary card holders may check out up to ten items at a time. Applying for a card affirms that the card holder accepts responsibility for materials borrowed on the card and any fines incurred. A patron may not have more than one valid Homer Public Library card.

**Requirements for a Temporary Library Card:**

1. Apply in person.
2. Supply proof of identity.
3. Supply permanent mailing address.

**1. Apply in Person**

**2. Supply Proof of Identity**

Acceptable proof of identity for a temporary card includes:

- Valid driver’s license
- Government-issued photo identification
- School identification card

**3. Supply Permanent Mailing Address for Temporary Cards**

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

- Valid driver’s license or other government-issued document showing permanent address
- Evidence of cancelled mail addressed to the applicant at permanent address postmarked within the last 30 days

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

**Important Note:**

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

**Temporary Cards for Juveniles**

Persons under 18 years of age are considered juveniles. By applying 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. If the parent or guardian has a library card, that library account 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 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.*

Approved by the LAB on August 6, 2019: Memorandum dated July 30, 2019.

Approved by the HCC on August 26, 2019: Resolution 19-053.