

## 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 will be made by mailing a postcard to the card applicant. The applicant's account will remain in a provisional status with limited borrows until they display or return the delivered postcard to the library (this may include mailing it to us, returning it in the book return, or giving it to staff). Staff will attempt a maximum of 3 post card deliveries. After that the account will be deactivated by a manual block.

#### Proof of residency

For those people unable to prove residency in our service area based on their mailing address, we will accept an Orange County, VA issued employee ID, proof of property ownership in Orange County, 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:

### 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.

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 de-activate.

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. Unless presented in the library's mobile app, 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 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, government issued photo ID with information matching the Department of Social Services (DSS) information for a home provider. DSS information will be verified using a DSS provider search.  
<http://www.dss.virginia.gov/facility/search/cc.cgi>

The card can be obtained in addition to a personal library account and will allow borrowing of an additional 50 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 60 days overdue and their account blocked 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; 8/2019;10/2021)

