

Onslow County Public Library

Library Card Policy

- Library cards are available free of charge to all Onslow County residents, Onslow County property owners, and non-residents who work in Onslow County. For all others, there is an annual non-resident Library card fee of \$25.
- A valid photo ID, proof of current address and birth date is required when applying for a Library card. Non-residents who work in Onslow County must provide proof of Onslow County employment. (I.D. Badge or Pay Stub)
- Adult cards will be issued to patrons 18 and older. Youth Library cards will be issued for children between the ages of 5 and 17. Applications for youth cards must be completed by a parent or legal guardian who will be legally and financially responsible for all materials checked out on the youth card. Parents or legal guardians applying for youth cards must have a valid Library card with a zero balance before youth cards will be issued. Youth cards will be linked to the consenting parent or legal guardian's Library account.
- Patrons are responsible for all materials and equipment checked out on their card or on a card for which they are the responsible party and will be billed for late, damaged, or lost materials and equipment according to the fee schedule approved by the Onslow County Board of Commissioners.
- Access to Library privileges will be blocked if a balance of \$5.00 or more is due on any Library account. For youth accounts that owe fines or fees above the \$5.00 threshold, the party responsible for the youth account will also be blocked until the account balance is below the \$5.00 account threshold.
- Library cards are good for a period of one year. To be eligible for annual renewal, the account balance must be zero.
- Library cards must be presented when checking out Library materials or using other resources that require a Library card to access them. Patrons must use only the card that has been issued to them.
- Temporary Library cards may be issued for nonresident visitors staying in the area for at least one month who provide a valid picture I.D and proof of a local address. Only one adult Library card will be issued per family. Checkout privileges will be limited to two adult books, three juvenile books, and two DVDs. The card will expire on the last day of the expected length of stay.
- There will be a \$1.00 replacement fee for all lost cards currently in active status. Lost or stolen Library cards should be reported to the Library as soon as possible to prevent

unauthorized use. When replacing lost or stolen Library cards, a valid picture I.D. *and* proof of current address must be presented.

- Patrons who repeatedly abuse Library privileges may have Library privileges cancelled. This will only be done on the recommendation of the Public Services Librarian and the approval of the Library Director. Patrons will be notified in writing of such an event. Appeals may be made to the Board of Trustees at their regular monthly meeting. All appeal decisions made by the Board of Trustees will be considered final.

Approved by the Onslow County Public Library Board of Trustees May 14, 2013

Approved by the Onslow County Board of Commissioners – November 18, 2013

Revised by OCPL – January 12, 2015, Revisions recommended for approval by the OCPL Board of Trustees on January 13 2015.

Approved by the Onslow County Board of Commissioners – April 8, 2015