

LIBRARY CARD POLICY

FULL PRIVILEGE CARDS:

Age requirements:

Library cards are issued to patrons aged 19 or older, that can show proof of permanent address. Patrons between the ages of 5 and 18 may receive a library card as long as an individual aged 19 or older and in good standing (per the Privileges and Account Collection policy) with Columbus Public Library sign as the responsible party on the application.

Identification requirements:

All applicants must provide photo identification and documentation that they meet service area eligibility requirements.

Examples of acceptable documentation: current driver's license, bank checks, non-personal mail, voter registration, property tax paperwork, or similar proof of address in Platte County. See Service Area Requirements for details on proof of service area eligibility for those not residing in Platte County.

Service Area Requirements:

While the interlocal agreement is in place, Columbus Public Library's service area is all of Platte County.

Both City and Bookmobile cards access services at both locations.

Dependents whose parents or guardians qualify for library cards may also obtain library cards.

Patrons who fall under the following categories shall be eligible for a free library card, providing they are in good standing (per the Privileges and Account Collection policy) with Columbus Public Library.

- Applicants who reside in Platte County.
Applicants must show proof of permanent residence.
- Applicants who work in Platte County.
Applicants who work in Platte County will need to provide on an annual basis proof of employment such as a copy of a pay stub, a dated employee ID, a letter from the Human Resources department, or similar identification.
- Applicants attending school in Platte County.
Parents or guardians of student cardholders are eligible for library cards.
Students must provide a current student ID annually, or in the case of students whose schools do not provide IDs, a student report card or a letter from school officials stating they are enrolled. Students must provide both their school and permanent addresses, if different.

COMPUTER CARDS:

Computer cards are available for patrons ineligible for a full library card.

Privileges:

Card holders may have up to three, one hour sessions per day on any of the patron-access computers in the library. In the case that a patron with a computer card obtains a full privilege library card, their account will be modified, replacing their computer card with a full library card.

REPLACEMENT:

In the case of a lost, or stolen, library card of any type notify Columbus Public Library immediately.

To obtain a replacement card, library staff will verify identity. Refer to the Schedule of Fines and Service Fees for replacement cost.

Adopted by the Library Board on 3/14/2013. Revised on 11/13/2014, 7/9/2015, 11/8/2018