CITY OF WILLOWS

LIBRARY POLICY MANUAL

POLICY: 7

SUBJECT: Library Cards - Applications

EFFECTIVE DATE: 5/97

REVISED DATE: 11/02, 11/10

Application forms are located at the front desk along with instructions. The following should be adhered to:

1. Application should be filled out completely.
2. A piece of identification must be presented that verifies address.
3. It is recommended, but not required, that a reference be given of an adult person, not living in the household, who is willing to take messages.
4. Parent or guardian must sign for children's (under 18, unless married or an emancipated minor) applications and be responsible for items checked out on children's cards. Children cannot use another child as a reference, it must be an adult.
5. Parents may not use children's card, but parents, grandparents or other adult family members may check out materials for children using adult's card.
6. Juvenile cards (ages 0- 8th grade) may be kept on file in the drawer with their library card application. All other cards must be kept in the possession of the patron.
7. If a card is lost, a $3.00 fee will be charged.

Once the application is filled out, enter the patron information into the computer, attach a barcode to a blank card, enter it into the computer and the borrower is now registered. The card is then given to the patron or filed in the drawer.