

LIVERMORE PUBLIC LIBRARY

REGISTRATION FOR BORROWER'S PRIVILEGES

Livermore Public Library maintains records of pertinent information on borrowers of library materials. This information is confidential and is for the use of the Library only in the day to day transaction of Library business.

At registration, borrowers are issued a library card as part of their account creation. A form of proof of the account must be presented when materials are checked out. This includes presenting the physical library card, a digital library card, or another approved form of identification.

Qualifications for Registration

To complete the registration process, stop by any open branch with valid ID.

Parents/guardians of children under 16 may apply for a card for their children. To get a physical card for their child, they may apply for a card online and complete the registration process at any open Library location.

The Library accepts many forms of ID. Community members can get a Library card regardless of their immigration status.

Valid Identification

ID must be current. Examples of acceptable ID include:

- California, Out of State, or Foreign driver's license or ID
- United States or foreign passport
- Permanent Resident Card
- Employee ID card or badge
- Military or Merchant Marine ID
- Credit or debit card, with photo and signature
- School ID card
- Voter registration card
- Birth certificate (original or certified copy)
- Vehicle registration
- Organization membership card with pre-printed name, photo, and signature
- Bus pass (with photo)
- Emergency or community shelter ID

Other ID not included on this list will be accepted if it is issued by a government agency, school, institution or business and includes a pre-printed name and photo or a

pre-printed name and signature.

Proof of Address

Proof of current residence address is also required if this is not included on your ID. This can be shown in physical or digital format. Examples of documents that can be used to verify residence address include but are not limited to:

- Driver's license or State ID
- Paycheck
- Receipt
- Utility bill
- Current mail
- Personal check
- Voter registration Card
- Vehicle registration
- Lease or rental agreement

If an individual has acceptable identification but cannot verify the current address, a library card may be issued to the individual at the discretion of Library staff, but the individual may be limited to two (2) items until the individual receives the library card in the mail. All library cards will be mailed to borrowers within two weeks of initial registration.

If an individual is currently experiencing homelessness, Library staff can assist them with address verification options.

Borrower's Responsibility

Registering for a library account is an agreement between Livermore Public Library and the borrower. The borrower agrees to abide by the rules of the Library and to be responsible for all library materials checked out to their account. A borrower accepts this agreement of responsibility when they create their account. Privileges may be withdrawn if a borrower does not abide by Library rules or abuses library privileges.

Individuals who are using a library card of another account holder are doing so with implied consent if they have the physical library card for that account with them.

If a borrower loses an item they should let staff know as soon as possible. If the borrower is unable to pay the replacement cost, they must contact staff to discuss available options.

Staff will temporarily suspend a borrower's Library account when an item is 7 calendar days overdue. When an account is suspended borrowers will be unable to check out more items or use online services and resources.

Youth Borrowers

Children without acceptable forms of identification and all children under the age of 16 must have a parent/guardian present with the above requirements at the time of library card sign-up in order to establish borrowing privileges. Children over the age of 16 with acceptable photo identification and proof of address do not need a parent/guardian in order to establish library borrowing privileges.

A Student Card is available to children under the age of 16 who do not have a parent/guardian present to accept responsibility for items checked out to the account. This card allows the youth to check out two items at a time from the children's section of the library.

A child can have either a regular youth account or a Student Card account, not both.

Parents/guardians are expected to share with their child the importance and the responsibility of being a library card holder. The Library does not restrict any item in the collection or limit access to the internet. Parents/guardians must assume responsibility for deciding what library resources (books, internet, media, etc.) are appropriate for their own children. It is the responsibility of parents/guardians to guide their own children's usage of library resources in accordance with individual family beliefs.

Registration Period

Library cards are valid for three (3) years. Active accounts that are in good standing are automatically renewed on an annual basis. Library card accounts that are not utilized within a three year period are purged.

Change of Address

It is the borrower's responsibility to notify the Library of any change in name or contact information.

Lost Cards

Borrowers should contact staff if their Library card is lost and staff will provide information on how to get a replacement Library card.

A new identification number is issued with a replacement card, which can affect online resources. Should the borrower subsequently find the lost library card, this card will no longer be valid and should be destroyed. Any outstanding materials and fines or fees will remain on the account when a new card is issued.

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