

Library Cards

Requirements to obtain a library card

Library cards may be issued to residents of Blakesburg, or residents of the state of Iowa. To receive a library card with borrowing privileges immediately:

1. Adults (age 18 years and up) must present photo ID and verification of current address. If the photo ID does not include the patron's current address, they must present another officially verifiable document which includes their current address, for example, a utility bill.
2. Minors (age 0 through 17 years): Parents, guardians, or custodians are responsible for materials checked out to a minor child.
3. Application for a library card
 - A. There is no minimum age requirement to receive a library card.
 - B. The minor child must be present for the card to be issued. A responsible adult is expected to sign the application and accept responsibility for the account.
 - C. When it is not possible for the adult to come to the library, they may submit a completed and signed application to the library via the child or complete the online application.
 - D. The full name of the responsible adult is added to the borrower's record at the time the card is issued, and the responsible adult's address must be entered as the primary address in the borrower record.

4. Temporary Cards

Patrons who are unable to provide verification of their address, and minor children who are in the library without a responsible adult present, may be issued a temporary card that allows them to check out two physical items at a time. Patrons must:

- A. Provide some form of identification to verify their identity.
 - B. Minor children who are not known to library staff can have their identity confirmed with a student ID, report card, homework assignment, or other item with the child's name.
 - C. Adults and minor children must be able to provide contact information, and minor children must be able to give the name of a responsible adult for entry in the library's system.
- ## 5. Special Card Types
- A. Institutional cards are issued to companies, agencies, other libraries, schools, and organizations for use by any employee of the institution. The institution is responsible for any charges incurred on the account, and the administration of the institution must accept responsibility for the account.
 - B. Educator cards are issued to educators and homeschoolers of children grades K-12 in addition to their personal accounts. Educator cards may receive extended loan periods and forgiveness for lost items according to procedures established by library administration.
 - C. The library may create cards for internal use only in administering special programs related to community outreach.

Cardholder Responsibilities

1. Cardholders will be responsible for library materials from the time items are checked out until the time they are checked in.
2. Cardholders will also be responsible for any fees charged to their cards resulting from the use of library materials.
3. Cardholders who exceed an administratively established fee threshold or have long overdue library materials may have their borrowing privileges suspended until the items are returned and/or such charges are paid below threshold. Borrowers may still access digital resources even if borrowing privileges for physical materials has been suspended.