



City of Camarillo

LIBRARY BOARD OF TRUSTEES

Section: Library Board of Trustees

Date Adopted: December 8, 2010

Last Amended: January 8, 2020

Subject: **REGISTRATION POLICY**

Number: 13.02

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PURPOSE

To establish a circulation policy for Camarillo Public Library.

POLICY

A. APPLICATION FOR A LIBRARY CARD

1. The Camarillo Public Library participates in universal borrowing which, according to the California Library Services Act, means “the extension by a public library of its direct loan privileges to the eligible borrowers of all other public libraries.” The library will issue a free card to any applicant if the person has acceptable identification as provided in this policy.
2. Patrons who do not wish to apply for a library card, but who wish to gain computer access, can apply for a user account that allows them to access the library’s public computers.

B. IDENTIFICATION REQUIRED FOR A LIBRARY CARD

The following identification must be presented to obtain a library card:

1. Youth (defined as a person under the age of 18)
 - a. The address, current photo identification, and signature of the parent or guardian on the application constitute identification. Signature of a parent or legal guardian is required for applicants under the age of 18.
2. Adult (defined as a person aged 18 or older)
 - a. Current photo identification and proof of current address must be presented before obtaining a library card.

Examples of acceptable photo identification include Valid California Driver’s License, California identification card, or other picture identification with current address (hand-written address on back is not acceptable) Passport, Military identification.

- b. All Camarillo Public Library cards must be renewed every three (3) years to ensure that patron contact information is up-to-date. Patrons will be prompted to renew by a blocking note that presents itself in any library transaction, such as attempting to borrow materials or placing a hold on an item.
- c. Patron identification will be verified by library staff.

C. LIBRARY CARD USE

Once the registration information has been completed, the card is handed to the new borrower to sign. If a child is unable to sign, the parent or guardian may sign for them. The cards are non-transferable, and it is the patron's responsibility to monitor the use of his or her own card.

Library patrons must present their library card or current identification to borrow materials or use a public computer.

Library card holders are subject to all standard fees incurred including late fees and lost or damaged materials fees.

D. REPLACEMENT CARD

If a card is reported lost or stolen, or it is damaged, a fee of \$1.00 is charged for its replacement. An adult can receive a replacement card by presenting a current photo identification. A youth replacement library card will only be issued if the youth is accompanied by a parent or guardian who presents a current photo identification.

E. CONFIDENTIALITY OF LIBRARY PATRON RECORDS

California law (including Government Code section 6267) protects the confidentiality of patron records. Because the law does not allow information about one patron to be shared with any other person, even a parent, guardian or spouse, without the written permission of the cardholder, library card applicants will be given the opportunity to give other persons written permission to access their records. Library staff will not provide any information to any party about library patron records unless as specifically allowed by state law.