

Cardholder Responsibility Statement

Approved by Library Director: 03/31/2010

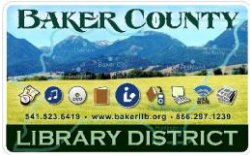
Revised: 12/14/2015

Account Owner (Cardholder) Responsibility

- Account owners are responsible for all materials checked out on their cards and on the accounts they sponsor for minor children.
 - While our collection has thousands of items families want, like and need; it also may have materials that some parents may find inappropriate for their children. Decisions about what materials are suitable for children are left to the children's parents or guardians. It is the right and responsibility of parents to guide their own family's library use while allowing other parents to do the same. Parents should discuss rules regarding library use with their children.
- Lost or stolen cards should be reported at once to any Baker County Library District branch. Materials checked out on a card prior to the date it is reported lost are the responsibility of the account owner or sponsor.
- Charges for lost or damaged materials must be paid promptly to avoid loss of library privileges and collections actions.
- In order to protect patron privacy and minimize unauthorized use, customers must have either their
 - Library card,
 - card number and PIN, or
 - photo ID

to borrow materials, access information or otherwise use their account. Library cards are preferred since they assure a faster checkout, reduce the possibility of data entry errors and allow patrons to use self-checkout machines where available.

- Customers unable to meet the above requirements must confirm select account information to verify identity for account access. Another form of ID may be accepted at the discretion of staff.
- Unless otherwise notified, the Library District will assume anyone who has possession of the card has permission to use that card for borrowing. Without consent of the account owner, staff will not disclose information concerning a patron's account to anyone other than the account owner.
- Computer use by means of another person's card is prohibited in order to protect equal access to these limited resources. Visitor passes are available for temporary guests.



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- Holds can only be picked up by a person other than the account owner if
 - a note granting permission to the alternate individual is included in the account owner's record.
 - the alternate person has possession of the account owner's card
 - the alternate person can present the hold account number and PIN
 - the alternate person can present the hold pickup notice sent to the account owner.
- Pickup authorizations may be added by phone if the caller has:
 - Card number and PIN, or
 - Card number, account owner full name, birth date, phone, and address.
- All accounts expire after a period of up to 3 years, depending on the account type. Account owners must periodically verify and update account information for their account(s) to remain active. Expired accounts may be deleted after two (2) years of inactivity.