

**OTTUMWA PUBLIC LIBRARY  
POLICY AND PROCEDURE**

**Name and Policy:                    LIBRARY CARD AND PRIVILEGES**

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Purpose:            What the procedure is to receive a library card and how it can be used.

Procedure:

1.     A library card will be issued to a patron with valid identification. This must be a proof of a patron's residence such as a Driver's License, rent receipt, lease, cancelled mail, utility bill or voter registration card.
2.     Children under thirteen (13) years of age must obtain a parent's or legal guardian's signature on their application. The parent must qualify for a library card under the restrictions outlined above.
3.     A new library card will not be issued until all fines are cleared.
4.     The cost to replace a lost or damaged library card is \$1.00.

Date Revised: 10 November 2008

By: Ottumwa Public Library Board of Trustees