

Camarillo Public Library

REGISTRATION POLICY

Adopted December 8, 2010

I. APPLICATION FOR A LIBRARY CARD

The Camarillo Public Library participates in universal borrowing, which, by 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 Camarillo Public Library will issue a free card to any applicant if the person has acceptable identification as provided in this policy.

Patrons who do not wish to apply for a library card, but who wish to use the Internet, can apply for a computer card that allows them to use the library’s public computers and wireless network. Cards issued for computer access only are valid for one month.

II. IDENTIFICATION REQUIRED FOR A LIBRARY CARD

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

1. Juvenile (defined as a person under the age of 18)

The address, ID 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 age 18 or older)

Identification (who they are) and verification of address are to be presented before issuing a library card. Adults identifying themselves as students must verify a second address in addition to and other than their school residence address.

This address can be the parents’ home address. A P.O. Box is acceptable.

3. Shut-in patrons can call or write the library or send a friend or relative to pickup an application and reader profile form.

Please note:

- The information on the verifying document (driver’s license, consulate card, etc.) and the information on the library card application MUST match.

III. LIBRARY CARD USE

Once the registration information has been entered 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 have their library card to check out materials or sign up for computer use.

IV. REPLACEMENT CARD

If a card is reported lost or stolen, or it is damaged, a fee of \$1.00 is charged for its replacement.

Identification must be presented before an adult replacement card can be issued. A juvenile replacement library card will be issued immediately if the youth is accompanied by a parent or legal guardian and ID is presented. If the youth is not accompanied by a parent or legal guardian then the juvenile application must be taken home to be filled out completely including ID number. A juvenile application must be on file when replacing a library card.

V. 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 at the time that they apply for a library card. Library staff will not provide any information to any party about library patron records unless as specifically allowed by state law.