

Library Account Policy

Policy Created: 5/2021

Policy Reviewed: 9/2023

Policy Purpose

All patrons may have access to Library materials while in the building.

A valid Library account is required to make use of our services. To be eligible to check out materials, patrons must have an account in good standing.

Library accounts are issued to identify eligible users and to determine the level of access to services and resources. This policy will outline the process for opening a library account and the types of library accounts.

Account Application and Activity

Applications for an account are available at the Library or online. Proper identification and proof of address are required to register for an account. Proper identification may include in-person testimony from any library patron with an account in good standing over 18. Applicants under 14 years old also require a legal guardian's signature.

Online account registration must verify their account within one month of registration, or their account will expire. Verification includes providing proper identification and proof of address.

At the time of registration, a photograph will be taken and added to the circulation database for identification purposes. Account photographs will be updated every two years. A physical card can be issued on request.

Any patron may add a guarantor to their account at any time. A patron's guarantor can pick up holds, renew materials, and pay fines for a patron. A patron's presence and consent are required for sharing or changing confidential account information. A patron can revoke guarantor status at any time.

The individual or institution whose name is on the account is responsible for the materials checked out on that account or, in the case of unemancipated minor children under the age of eighteen, the legal guardian of the patron.

Unless otherwise specified, Library accounts expire after two years, at which point a patron will need to contact the Library to renew and update their account. Accounts will be purged from library records after three years of inactivity.

For additional information regarding account permission, see the Circulation Services Policy.

Account Types

Resident:

Resident accounts are for those who live within our service area. Resident accounts have full access to our physical and digital collection.

Open Access:

Open Access accounts are issued to residents of areas with libraries participating in the State Library of Iowa's Open Access program, in accordance with the statewide Open Access agreement. Access to some services is limited.

Patron and Library Use Policies

Temporary:

Temporary accounts are issued to persons living in our service area for one to eight weeks and those living in temporary housing. These accounts require a guarantor with contact information within our service area. Temporary accounts will expire after eight weeks and do not allow item renewals.

Institutional:

Institutional accounts are issued to institutions and businesses located in our service area. Individuals can be associated with an institutional account, but the institution is the responsible party. Checkout periods can be customized at the discretion of the Library Director.

Volunteer:

Volunteer accounts will have ILS permissions tailored to their volunteer work by the Library Director or designee.