

## 1. ELIGIBILITY FOR A CARD

### a. Documentation

- i. To be eligible for an Ada Community Library card, applicants must provide photo identification and proof of residency in the form of either:
  - A current driver's license OR
  - Some form of photo I.D. along with printed or digital (not handwritten) material showing the applicant's name and address. This can include-but is not limited to: canceled mail, personal checks, pay stubs, bills, insurance statements, or renter's agreements.

### b. Age

- i. Minor applicants applying for a card must provide proof of parental consent in the form of either:
  - A legal guardian's signature and driver's license number on the card application.
  - A legal guardian's verbal consent and driver's license number given by phone to an ACL staff member.
- ii. Upon submission of a minor's application, the legal guardian may add additional individuals to whom information concerning the minor's account will be given, and to whom notices regarding the account will be addressed.

### c. Residency

- i. ACL libraries are able to issue a free library card to residents of the following library service areas per ACL district residency, the Lynx Open Access Agreement, or Consortium subagreement:
  1. Ada Community Library
  2. Boise Public Library
  3. Caldwell Public Library
  4. Garden City Library
  5. Kuna Library District
  6. Meridian Library District
  7. Nampa Public Library

- ii. Residents of other Consortium library service areas must go to their "home" library to obtain a free card, which may then be used at any Consortium library.
- iii. Residents of other counties and noncontiguous Ada county areas not covered by Consortium members are required to purchase an out-of-district (OOD) card.
  1. An OOD card will cost an amount to be determined by the Library Board. An OOD card expires after one year. The OOD fee must be paid again upon renewal each year. A biannual card may be issued with a prorated fee. For current fees refer to the library's [Fee Schedule](#).
  2. Patrons are required to pay only one OOD fee per family. Each family member may have their own card under that one fee.
  3. A family is defined as a patron, the patron's legal spouse, and their minor children. Any other adults that may be living in the household must pay a separate OOD fee to receive a card (including grandparents and children over 18).
  4. Residents of other Consortium districts who choose not to receive a free card from their home library may purchase an OOD card from ACL.

## 1. LOAN POLICIES

### a. Checkout limits per card

- i. On each card at an ACL district location, a patron may check out up to 999 books at any one time, with particular item material limits to be determined by library management.
- ii. Individual patrons are limited to one card per person.
- iii. Checkout loan periods, renewals, and grace periods will be determined by library management.

### b. Fees

- i. There are no overdue fees for most ACL district-owned items with the exception of certain in-demand materials as identified in the library [Fee Schedule](#).

- ii. A lost item or damage resulting in replacement of item will be assessed a replacement fee plus a processing fee.
- iii. Refunds for lost items returned in acceptable (circulating) condition after being paid for can be offered only within 45 days from the date the item became lost. Processing fees are non-refundable.
- iv. Accounts with materials overdue or lost may be blocked until the item is returned or replacement charges have been paid.
- v. Unresolved charges of \$50.00 or more may be turned over to a collection agency and a collection fee will be added to the account.
- vi. Per Consortium agreement, no checkout is allowed on cards with a \$10.00 or greater charge on the patron's account.

**c. Terms of proper card use:**

- i. Patrons may check out on any Consortium library card free of blocks or charges that limit checkout.
- ii. Patrons may check out using the following methods: library card, identification, or card number.
- iii. Responsibility for items checked out on a card falls to the account holder (or legal guardian) regardless of who physically used the card.
- iv. Patrons must report lost or stolen cards immediately or are expected to accept responsibility for items checked out on their lost or stolen cards.