

West Fargo Public Library

Board Policy: Borrowing Privileges

Approved: June 21, 2007

Revisions approved: June 11, 2009; June 10, 2010; April 10, 2014; June 11, 2015; September 6, 2018

On-Site Use of Library Materials:

Anyone, regardless of his or her age, residency, race, religion, national origin or social or political views, may use the West Fargo Public Library (WFPL) materials and Library equipment within the Library building in accordance with established policies and procedures.

Library Cards

Borrower's Cards:

Patrons wishing to check out items must present a valid WFPL card. Personal borrowing cards will be issued to individuals according to the age of the borrower:

- Children's cards for ages 0-13
- Youth cards for ages 14-16
- Adult cards for ages 17 and older

An individual may hold only one active account at a time. Cards are available as follows.

Resident Library cards

WFPL cards will be issued to the following patrons at no charge:

1. Any resident of the City of West Fargo or person owning property in West Fargo on which taxes are paid. Photo ID and proof of residency and/or ownership is required.
2. Residents living within the boundaries of the West Fargo School District, including Horace and Harwood. Photo ID and proof of residency and/or ownership is required.
3. Patrons of the Fargo Public Library and the Lake Agassiz Regional Library will be granted cards in accordance with the library's Reciprocal Borrowing Policy. Photo ID, proof of address, and presentation of a valid card from the home library are required. Restrictions may apply.
4. Employees of the City of West Fargo or the West Fargo Public Schools. Photo ID, proof of address, and proof of employment are required.

Temporary cards

Temporary cards will be issued to the following patrons at no charge:

1. Individuals residing temporarily within the aforementioned boundaries, including residents of foster homes, motels, and other temporary housing.
2. Patrons whose past borrowing record indicates the need for limited borrowing privileges.

A temporary card entitles patrons to limited borrowing privileges and is valid for only one year. Patrons holding a temporary card are subject to the same procedures and policies as regular patrons. Further information on limits associated with this card can be found in the Circulation Schedule.

Non-resident Library cards

Individuals who do not qualify for a resident card and who live outside the above-mentioned boundaries will be charged a fee for a Library card. This card is valid for one year and may be renewed annually upon payment of the fee, provided that the borrower is in good standing with the Library. This card entitles patrons to full borrowing privileges. Patrons who obtain a Library card through a fee are subject to the same procedures and policies as regular patrons.

Institutional Cards

The purpose of the institutional card is to assist teachers and West Fargo businesses with easy access to WFPL materials needed for use in the classroom or for business purposes.

Institutional cards will be issued at no charge to the following entities:

- Any K-12 classroom, preschool, or licensed daycare center within the West Fargo School District
- Any organization, corporation, or institution operating within the West Fargo School District

These cards require that the school principal or an authorized officer of the institution accept responsibility for the card on behalf of the institution. In the event that materials borrowed are lost or damaged, the institution will be held responsible.

The Library Director will determine which materials may be checked out on institutional cards. The Director shall establish procedures which allow revocation of any or all library privileges for users who misuse these privileges.

E-cards

E-cards are available to individuals who qualify for a Resident Library Card, but who wish to use only the library's online resources. E-cards are not available through reciprocal borrowing or as non-resident cards. E-card holders may also use the library's public computers.

Applications for E-cards may be submitted online. Parents or legal guardians must approve the application for children under 14.

E-cardholders who wish to use full library services, including check-out of physical materials, may convert their E-card to a card with full borrowing privileges by visiting the library in person and showing photo ID and proof of current address.

Parents/guardians of children under the age of 14 must provide identifying documents and sign on behalf of the child.

Individuals may have only one type of West Fargo Public Library card at a time. Cardholders with full borrowing privileges may convert their card to an E-card only if their account has no outstanding fines.

Identification

Applicants for borrower's cards must present acceptable identification when applying for a borrower's card for themselves or their children under the age of 14. Such identification must include both a photograph and a verifiable street address. Examples of verifiable identification include:

Driver's license

Bank check book

Water bill

Canceled mail

An official document in digital format may be accepted as proof of address, subject to staff approval.

While youth aged 14 and older do not require the signature of a parent, a parent or guardian may provide their own identification on behalf of a child who is unable to provide verifiable identification in his or her own name.

Signature on Application Form and Borrower's Card

Applicants for a borrower's card must sign and submit the application form in the presence of a Library staff member. This form includes a statement of responsibility for materials borrowed.

In the case of children under the age of 14, the parent or guardian must sign the responsibility statement on the child's application. Exchange students and foster children under the age of 14 must have the signature of the recognized "parent" or guardian, who must reside within an eligible area, as defined above.

The Library staff reserves the right to modify these requirements in exceptional circumstances.

Borrowing Privileges – Rights and Limitations

The issuance of a borrower's card entitles the holder to borrow from the Library's circulating collection and to use other services provided by the Library, such as Internet access, use of online resources, and so forth.

Any use of a borrower's card by a person other than the one individual to whom the card was issued, whether the use was authorized or unauthorized, remains the responsibility of the person to whom the card was issued. If a card is lost, the cardholder will be held responsible for any use made of the card prior to it being reported as lost to the Library.

If a borrower has incurred late fees or other financial obligations to the Library, that person may be restricted from borrowing Library materials until those fees or other obligations have been cleared.

Expiration of Borrower's Cards

Resident Library cards and E-cards that have been issued to either adults or children will expire after two years. They may be renewed for an additional two years upon verification of residency.

Institutional cards, and Temporary cards will expire after one year and may be renewed.

Non-resident Library cards are issued for one year and may be renewed by the paying of an annual non-resident fee.

Suspension of Borrowing Privileges

Patrons who owe outstanding fines or charges may be blocked from checking out additional materials until payment is made.

Loss, Theft, or Damage to Library Card

In completing an application form for a West Fargo Public Library card, patrons accept responsibility for care and use of the card and agree to the following:

Lost and Stolen Cards

The responsible party will:

- notify the Library promptly if the card is lost or stolen.
- accept responsibility for materials checked out on the card prior to notifying the Library that the card is missing.

Damaged cards

Damaged cards may not work properly with the Library's scanning equipment and may need to be replaced. The responsible party will present damaged cards to the Library staff for replacement.

When a patron reports a lost, stolen, or damaged card, the "old" card is invalidated and a new number is issued. Identification is required to replace a lost card. Fees may apply. Please refer to the Circulation Schedule for details.

The Library Director reserves the right to make exceptions to the above terms.