

Library Card Policy

Confidentiality of Patron Records:

Coshocton County District Library respects the confidential nature of library patron records as outlined by [Ohio Revised Code 149.432](#)

Definitions:

Full-Access Card- a library card that is not limited to accessing only a specific collection.

eCard- a CPLER library card that only provides access to digital collections and cannot be used to borrow physical items.

Visitor Card- CPLV cards are issued to adult patrons that have a full-service library card in another county that is in good standing but would like to place a hold or checkout a mobile hotspot.

Eligibility:

Library cards are available to Ohio residents that are first-time patrons of the Coshocton County District Library and do not have a Full-Access Card in the SEO Consortium. Those with Full-Access Cards from another library in the consortium are permitted to use their card at the Coshocton County District Library, West Lafayette Branch, or Bookmobile in compliance with the Circulation Rules. Those wishing to discontinue the use of an existing consortium card to be issued a Coshocton card may do so, but an alert should be added to the account stating the card is an “unused duplicate”. There will be no charge for those being issued a first-time card. A valid Ohio ID must be shown (i.e. driver’s license, state issued ID, or passport) (see Shelter Card Procedure for those residing in temporary housing shelters).

- Valid Ohio ID with current address= a physical card so long as a proper search in the system is completed for other card possibilities
- Valid Ohio ID without current address= a physical card so long as additional documentation is provided (i.e. utility bill, recently received mail- these may be in digital form) with current Ohio address and a proper search in the system is completed for other card possibilities (If a valid Ohio ID can be provided but no proof of current address, a card may be issued, but an alert should be added indicating a two item checkout limit on the card until proof of address can be provided.)
- Valid Out of State ID with proof of current Ohio address (i.e. utility bill, recently received mail- these may be in digital form) = a physical card so long as a proper search in the system is completed for other card possibilities
- Out of State ID with no proof of current address= no physical card

An application should be completed in-person. Those with a Full-Access Card to another library in the consortium may be issued an eCard free of charge for the purpose of accessing the Coshocton County District Library digital collections. Those with a Full-Access Card to another library in the consortium may be issued a Visitor Card free of charge for the purpose of accessing Coshocton County District Library mobile hotspots. They may not have two Full-Access Cards. When minors are receiving a first-time card in the library, a parent/guardian must be present and provide the same requirements as above.

Special Card Classifications:

eCards:

In addition, the eCard Procedure provides detailed instructions for issuing eCards and the eCard Transferring Procedure provides details for transferring an eCard to a Full-Access Card.

Homebound Cards:

A delivery service is available for patrons who are physically unable to visit the library. Please refer those interested to Adult Services for information on the Homebound Delivery Policy.

Institution Cards (CPLINT):

Cards will be issued to an institution within the library's service area so long as the application is completed by an authorized agent of the institution and signed by the head administrator. Also, a letter typed on the institution's letterhead and signed by the head administrator must be presented to the library at the time of the application. The letter should acknowledge the understanding that the institution is responsible for any fees that may result from borrowing materials. A list of eligible users who must show photo identification prior to borrowing on the account should be provided yearly. The library card will be kept on file at the library, but credentials will be provided.

Minor Cards:

The Children's Library Card Application Procedure and the Teen Library Card Application Procedure provide further details about issuing cards to these age groups. When minors are receiving a first-time card in the library, a parent/guardian must be present and provide the same requirements as above (See Eligibility).

Shelter Cards:

Cards are available to those temporarily residing in local housing shelters. Please see Shelter Card Procedure for more information.

Teacher Cards:

The Coshocton County District Library Board of Trustees recognizes the importance of access to resources for teaching purposes. For this reason, Teacher Cards are available to adults employed for teaching purposes or adults overseeing homeschooled students. Teacher cards are in addition to personal library cards and should not be used to borrow materials for non-classroom study. Teacher cards allow for holds to be placed in addition to a personal card. A teacher must have a personal card in good standing in order to borrow items on a teacher card. Cards are kept at the library, but credentials will be provided.

It is understood that those utilizing Teacher Cards do not have the capability of sending the Teacher Card with someone else. For this reason, it is preferred that the library be notified in advance of

someone else picking up items on the Teacher card. Without prior notice, it cannot be guaranteed that someone will be able to collect materials on the Teacher card. The option will be offered for the individual to use their personal card. The above will be followed if the card cannot be presented. Please see Teacher Card Procedure for more information.

Replacement Cards:

Replacement cards are available for \$1. The fee will be waived when a card is turned in for a child transferring to a teen card, a teen transferring to an adult card, or any transfer between age groups. The library reserves the right to request additional documentation when issuing replacement cards, such as a valid Ohio photo ID when a staff member deems necessary.

Borrowing Without a Card in Hand:

It is preferred that the owner of the library card present the card for use. Acceptable versions considered card in hand are the physical card issued or the digital version saved in the SEO Libraries App (official library app). No other forms, including screenshots or photos of cards are accepted. When the card is not presented, staff will ask a minimum of two questions to validate identity. Questions may include, but are not limited to:

- Requesting a photo ID
- Verifying birthdate, phone number, middle initial, or address against patron record

If the requested information cannot be supplied promptly, the card will not be accessed.

Borrowing Holds:

Holds may be collected by those other than the card owner when the card is sent with the individual. Additional items will not be allowed on the card. Should the individual wish to collect holds without the hold card, the individual must use a personal card and will be responsible for the items borrowed. The above will be followed if the card cannot be presented.

Renewing:

Patron card privileges expire every three years, unless otherwise outlined in policy and procedures (minor cards). Patrons must give current contact information to renew privileges. Patrons are encouraged to contact the library with changes as they occur. The library reserves the right to request additional documentation when renewing cards, such as a valid Ohio photo ID when a staff member deems necessary.

Fees:

Items not returned will mature to a lost status and all fees are the responsibility of the cardholder. Items not returned in the condition they were at the time of checkout are subject to damaged/replacement fees.

Limits:

The total number of checkouts allowed on a card concurrently is at the director's discretion.

Coshocton County District Library
Board of Trustees
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