

## Thorp Public Library Card Holder Policy

By acquiring a library card and signing the Patron Registration Form, Thorp Public Library patrons agree to the following terms:

- Show Library card for checkout of all materials
  - All materials are returned by due date and are subject to fines if they become overdue (see Circulation policy). A \$5.00 limit on fines or fees will be allowed. Over \$5.00, materials will not be allowed to be checked out to that account holder and time on the computers may be limited until fines are paid.
  - All materials are to be returned in the same condition as when checked out, damaged materials are subject to fees and/or replacement costs (see Damaged/Lost policy)
  - Parents and guardians are responsible for items checked out on a juvenile's card and for determining what materials are appropriate.
  - Patron must notify the library if account information changes
  - Patron is responsible for determining and updating preferred method of Library notifications (phone, email, print or text) and is responsible for any costs associated with preferred method
  - Patron must notify the library if card is lost or stolen. A \$2.00 fee will be charged for replacement cards.
  - Patron is responsible for ALL use of library card and account with or without consent of card owner. Library users who allow another individual to use their card have consented to the access of their private and confidential library use records by the user/holder of the library card.
- **Linked library cards:**

Library users have the option to associate or link their library cards with other individuals; forming a group as a way to share account information. It allows users to check the status of linked accounts, pick up reserve books, pay fines, and check out items on linked cards. Parents may link their children (under 16 years old) without the child's signature, but all adults must be present when creating an adult association and sign a Linked Library Card Agreement. Adults choosing to link library cards have consented to the access of their private and confidential library use records with all parties linked. (Linking library cards waives your privacy rights.) Library notifications may also be shared among members, and patrons are responsible for any costs involved with notifications (ex: phone or text charges). Any person may be linked to only one group at a time. Cards may be 'unlinked' at any time by any adult member, as long as ALL cards are in good standing. All fees or fines must be cleared before a group is dissolved. The entire group will be dissolved when one person has signed the Dissolution clause. Library staff will refer to Linked Library Card Agreement for Dissolution clause.

Contact library staff to link library cards and sign Linked Library Card Agreement.

Approved by Thorp Public Library Board

Dated: Feb. 20, 2013

Updated: April 4, 2018

## Thorp Public Library Linked Library Card Agreement

By linking my account:

I authorize linked members of my group to check out library reserves on any card presented (within group) and I agree to be responsible for the items they check out. All library cards within the group must be in good standing before anyone can check out additional items.

I permit linked members to access my confidential account information including check out history, hold requests, fines, and personal records, etc.

I allow linked members to update my account information including address, email, and phone number. I understand that when I update the address and other personal information on my account this will not automatically update information on linked accounts. Each account must be updated individually.

I understand that any adult member of the group may unlink the accounts at any time. All fees or fines within the group must be cleared before a group is dissolved. One adult member must sign the portion of this Agreement that refers to Dissolution of Linked Cards. The entire group will be dissolved.

I will immediately report my card or the cards of other linked members lost or stolen to library personnel in order to avoid charges to my account.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dissolution of Linked Cards (I am over 16 years of age):

Name: \_\_\_\_\_ Date: \_\_\_\_\_