

Library Card Policy

Applying for a Library Card

- Library cards are free.
- Applicants must be at least 16 years old and present valid photo identification.
- Valid photo identification may be any of the following;
A driver's license or state ID is preferred. Alternate forms accepted are Passport, military ID, student ID, or work badge with photo and name.
- Required information on the application;
An ID number, a working phone number, a mailing address, and a signature which is required to confirm agreement with library policies.
- The person who signs the application is responsible for all items, fines, and fees incurred by anyone using the card.
- Library cards allow the cardholder Internet access, and the ability to check out materials.
- Library cards will be renewed every 3 years by verifying that the contact information on record is up to date. Please notify staff of any changes to name, address, or phone number.
- Use of a library card by any person in possession of the card constitutes implied permission, and the cardholder assumes full responsibility for all related activity.
- Customers can check out using their library card or photo ID as long as their account is in good standing.

Juvenile Cards

- Children ages 0 – 15 may get their own juvenile library card with a Juvenile Library Card Application completed by an adult with photo ID and a current CCLS library card.
- Juvenile cards function like regular cards, allowing Internet access and item checkout, with some materials restricted to the circulation desk.
- All library card policies apply. Cards will be renewed every 3 years until the age of 16.
- The adult signing for the child is responsible for all items, fines, and fees charged to the card and is the only person who can make changes to the child's account.

All cards are subject to being blocked when fines on the account reach \$25.00.