

ORANGE PUBLIC LIBRARY

LIBRARY CARD ELIGIBILITY

*Adopted by Orange Public Library Board of Trustees on September 17, 2001
Revised: 11/18/2002; 6/20/2011; 5/16/2016*

Orange Public Library (OPL) cards are available to everyone, free of charge. Cards can be obtained at all three library locations, or by initiating the application online, then completing the process at one of OPL locations. A valid photo ID and proof of current address is required.

LIBRARY CARD REQUIREMENTS

1. Valid Photo Identification (any one of the following, with Item 2):

- a) Department of Motor Vehicles (either driver's license or ID card), or
- b) Passport, or
- c) Mexican Consulate (Matricula Consular), or
- d) College ID, or
- e) Military ID; and

2. Valid Proof of Address (any of the following, with Item 1):

- a) Envelope addressed to person applying, postmarked within the last 30 days, or
- b) Utility or rental bill in name of person applying, postmarked within the last 30 days, or
- c) DMV License, ID, or auto registration, with current mailing address.

Please note: If your valid photo ID does not list your current address, or you cannot provide proof of address at time of registration, a temporary library card may be obtained until proof of address can be provided. A Computer Use Only card may also be obtained. See Item 4 for more details on these options.

3. Minors:

Minors under the age of 18 must have a parent or legal guardian present at time of registration for a library card. The parent/legal guardian must be a current OPL cardholder. By signing the card for the minor, the parent/legal guardian accepts full responsibility for use of the card including all fines, fees, and lost/damaged items charged to the minor's account. A group home guardian may sign for a minor in their care. The guardian's personal information will be added to the minor's account to ensure financial responsibility.

4. Patrons without proof of address, or without a permanent address:

Patrons who do not have proof of address, live out of state, or those without a permanent address (including those in assisted living or group homes) may obtain a "temporary" library card or a "Computer Use Only" card. To obtain a temporary library card, a valid photo ID is required. A temporary library card has a restricted checkout limit of three items; once proof of address is provided, the temporary status may be changed. A Computer Use Only card is limited to use of computers in the library with access to select electronic resources; a valid photo ID is required. Library materials may not be checked-out at any time with a Computer Use Only card.

Library records are confidential in accordance with state & federal law and OPL policy.