175 NW Meadow Lakes Drive, Prineville, OR 97754 ◆541-447-7978

PATRON REGISTRATION POLICY

Approved: September 8, 2011

Your library card opens the door to a wealth of information, entertainment, and discovery. A Crook County Library card is free to all Crook County residents or property owners. Below are the requirements to receive a library card. Youth under 17 years old are welcome to get a card once their parent or legal guardian obtains a card and signs the application for the minor's card. A library card allows you to borrow any of the wide variety of materials and to use the Internet. It also gives you access to the special databases available through the library's website 24 hours a day. Your library card contains access to your confidential information online, by phone, or in person. You are responsible for all fines, fees, and materials checked out on your or your child's library card. Your card may not be used by another person. If your card is lost or stolen please contact the library immediately at 541-447-7978 so that we can prevent misuse of your card. A lost card may be replaced for a minimal fee.

Required Documents

To apply for a card please show one item from both lists below.
NOTE: A valid Oregon driver's license with your current Crook county address meets both of these requirements for a free library card.

Current photo identification: (ID must be valid and unexpired; photocopies of ID are not acceptable)

- US Driver's license (permanent or official temporary license)
- State or US Government-issued ID card
- US Military ID card
- US Passport

Current home address or owned property: (home or owned property address, not a PO Box)

- Driver's license with current address; addresses in Crook county qualify patron for a FREE card; others may be eligible for a nonresident or a courtesy card
- Current Oregon or other state ID card
- Current motor vehicle registration
- Current fishing and/or hunting license
- Signed lease or rental agreement with current rental receipt
- Current utility bill sent to you in your name (electric, gas, phone, cable, or Internet)
- Current bank or credit card statement sent to you in your name
- Deed to real property or property tax statement
- Personal mail addressed to your name only, postmarked within the last 30 days

Youth Under 17
For those under the age of 17, the parent or legal guardian needs to have a current unrestricted library card, and their signature is required in person on the minor's library card application. Legal guardians need to show court-approved documents of guardianship or other approved form establishing guardianship or authority to act on behalf of the minor.

By filling out the appropriate information and signing the application, the parent or legal guardian is responsible for:

- All materials checked out on the library card
- Fines or fees incurred by the use of the card
- Deciding what materials are appropriate for their children or young adults
- Deciding to allow or not allow the child or young adult access to the library Internet workstations

Nonresident Library Cards
Individuals not eligible for a free library card may purchase a library card for either 3 months or 12 months of library service. All members of a nonresident household, listed in the borrower record, may use the card. Nonresident borrowers must present library card for service.

Courtesy Library Cards
A 60-day card is available to provide library access and services to the Crook County homeless population or residents who do not have a permanent address or are in transitional or temporary housing. The card allows checkout of 8 items at any one time, and entitles the user to public computer privileges. To obtain a courtesy card, patrons must provide photo ID:

- US Driver's license (may be expired, but not a photocopy)
- State or US Government-issued ID card
- US Military ID card
- US Passport

At the end of the 60-day period the card will expire. The patron may obtain a regular library card, a nonresident card, or request an extension of the Courtesy Card. Courtesy card borrowers must present library card for service.

Library Card Renewal
Resident library cards need to be renewed every two years. As part of card renewal, the patron must clear all charges and show current photo identification and proof of current home address. Nonresident cards require renewal every 3 or 12 months, payment, and proof of identification and home address.

Fees
Fees for purchase of a library card and replacement are set by the library board of trustees and approved by the Crook County Court and may be changed without separate notification.