

**AMHERST PUBLIC LIBRARY
LIBRARY CARD POLICY**

General

- Patrons must present an Ohio driver's license or ID to obtain a library card, regardless of whether or not they reside in Amherst or Lorain County. Out of state IDs will only be accepted if further proof of an Ohio mailing address can be provided.
- If the license/ID does not have a current mailing address on it, physical or digital mail from a reputable source (utility bill/pay stub/etc.) must be provided along with the license/ID. A PO Box is not considered a valid mailing address.
- New accounts have a checkout limit of two items on the day they are created, excluding hotspots, nontraditional materials, backpacks, sensory kits, and Tonies. These items are not available for checkout/hold until the next business day following account creation.
- Cards expire every two years, and can be renewed over the phone or in person.
- Information about what is checked out on a library card is private to the cardholder, and cannot be shared with the cardholder's friends, family, or spouse. Items on a juvenile card may be shared with the responsible party, or with the juvenile's parent(s)/guardian(s) provided they can show proof. The patron must give the library express permission to share checkout information with a spouse, family, or friend, which is noted on the account by a staff member.

Patrons Under 18

- If the patron is under the age of 18, a parent or legal guardian must be physically present with their ID/proof of address to create an account for their child.
- The parent/legal guardian must have a library card in good standing in order to be listed as the responsible party.
- The person signing the child up for the card is always the responsible party for the card (i.e. if a grandparent signs up their grandchild, they're listed as the responsible party, not their mother or father, even if they also have a library card in the system).
- Temporary cards are available to patrons aged 13-17 years old with a limit of two books only. Temporary cards expire at the end of business the next day. A parent/guardian must be present to open a permanent account card.
- Parents/guardians are responsible for renewing their child's expired card.