

## 4.1 Library Card

Adopted: February 18, 2009

Amended & Reapproved: August, 17, 2011; July 17, 2013; October 21, 2015; April 18, 2018; December 16, 2020

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Library cards are issued to individuals or organizations

Individuals 18 or older must show proper identification before a physical library card will be issued. Proper identification includes a photo ID with a current address. If the address on the photo ID is not current, the following may be substituted:

- Utility bill (electric, gas, phone, cable TV)
- Car registration
- Government Assistant Letter
- Bank statement or checkbook
- Residential lease agreement

Individuals 17 and younger will be issued a card after providing correct information, including his/her full name, address, phone number and parent's/legal guardian/s name.

- The Library does not restrict access to materials based on an individual's age
- The Library is not authorized to act 'in loco parentis.' Issues related to a minor's library card use must be worked out between the parent and child

Free Council Bluffs Public Library cards are issued to:

- Permanent residents of:
  - The City of Council Bluffs
  - Unincorporated and rural areas of Pottawattamie County
  - Cities with a library service contract: Crescent, McClelland, Treynor, Minden and Underwood
  - Group homes or assisted living facilities
- Property owners of property in the city of Council Bluffs, and unincorporated and rural areas of Pottawattamie County
- Iowa Open Access program participants. Individuals must qualify for Open Access.
- Individual residents in transitional, emergency, correctional, temporary or half-way housing. Individuals must bring the Library form on Library letterhead with a staff signature of the residence where they reside.

Fee-Based cards may be purchased for \$15.00 for a 90-day card. Fee-based Council Bluffs Public Library cards are issued to temporary residents, non-residents who do not qualify for free cards and visitors.

COUNCIL BLUFFS PUBLIC LIBRARY  
POLICY MANUAL

**ORGANIZATIONS**

Organizations must provide, on agency letterhead, a written statement, signed by the responsible fiscal agent, accepting financial liability for all materials lost or damaged before a card will be issued.

The letter also needs to include the names of the individuals permitted to use the card.

All rules, regulations, and fees which apply to an individual card holder also apply to the Organizational card.

Organizational cards are issued FREE to schools, agencies, businesses or other institutions (other than transitional, emergency, correctional, temporary or half-way housing).