

Library Card Policy

A library card is free to any resident of the Arrowhead Library System who presents acceptable identification. The library also honors cards from most Minnesota public libraries, but you must have the card from your home library with you for our library to honor it.

- You must come to the library to apply for a card and be able to present one of these two options:
 - a valid, state issued ID showing your current address
 - a valid, state issued ID **and** something to prove your current address

A newly registered borrower, receiving or registering their card for the first time at the Two Harbors Public Library, is allowed to check out three items on the first day.

- All library cards must be renewed every 3 years.
- If you do not have your library card with you and your account is in good standing, you may be allowed to check out 1 item. We may offer this exception a maximum of 3 times before you are required to replace your library card.
- The library encourages borrowers to use their own library cards exclusively and not to lend them for use by other people. Under no circumstances should a patron use another patrons' library card to avoid paying any fines or fees assessed against his/her own card. The library reserves the right to enforce non-transference of a library card and reserves the right to ask patrons to present identification at checkout when necessary.
- **For children and teens under 18:** Children under 18 must have a parent or legal guardian show ID and be able to verify their current address. A parent or legal guardian who is a library card holder in good standing will be asked to sign the registration form for his/her child under the age of 18. By co-signing, the parent or legal guardian accepts responsibility for settling fines, damages, losses, or other assessments against the library card of the minor. **Please note: if a parent wishes to obtain information about their child's account, the parent must have the child's library card or for the child to be present at the time of the request.**

Reminder: You are responsible for all materials borrowed on your card. Please:

- Bring your card to the library each time you visit.
- Do not lend your card to friends or relatives.
- Report any loss or damage to materials borrowed on your card.
- Notify the library immediately if your card is lost or stolen. A lost or stolen card may be replaced for a modest service charge.

Adopted (between 1896-1909); Revised May 2011; Revised January 2016