Norwalk Public Library System
Children's Library Card Policy

Revised: May 8, 2014

- The Children's Library Card is for Norwalk children ages 17 and under.
- A Parent or legal guardian assumes all responsibility for all materials borrowed on this card, and for payment of overdue, replacement or other charges.
- Parents or legal guardians may check out items for their children on their children's cards.
- All patron and circulation records are confidential and exempt from Freedom of Information requests.

The application will ask for the child's name, date of birth, and sex in addition to the parent's, legal guardian's or responsible adult's name, relationship to child, home address, home and cell phone numbers, preferred language, email address, photo identification and proof of Norwalk residency.

APPLICATION PROCESS

Applying for a Children's Library Card at Schools

- Applications are given out to teachers prior to class visits.
- Students complete the applications at school. Teachers collect the applications with the parent's/legal guardian's signature and photocopy of the parent's/legal guardian's photo identification and proof of Norwalk residency. **(If the parent/legal guardian does not have a photo ID, the child's library card will have a limit of two items.)**
- Applications and valid identification are picked-up from teachers prior to class visits.
- Librarian distributes children's library card during class visits.

Applying for a Children's Library Card at NPL

- Parents/ legal guardians apply for the card with or without the child being present at circulation points within NPL.
- Parents/legal guardians must present a photo ID and proof or Norwalk residency. **(If the parent/legal guardian does not have a photo ID, the child's library card will have a limit of two items.)**
- If a parent/legal guardian is not available, a responsible adult, such as an aunt, uncle, grandparent, sibling, cousin or caregiver over the age of 18, may accompany the child to apply for a children's library card.
- The responsible adult cannot sign the application. Instead, he/she must present an application signed by the child's parent/legal guardian and a photocopy of the parent's/legal guardian's photo ID and proof of Norwalk residency. . **(If the parent/legal guardian does not have a photo ID, the child's library card will have a limit of two items.)**
- A parent or legal guardian must sign an internet permission form if they permit their child(ren) 17 and under to use the library's internet computers without their presence.

- **NOTE:** Library staff are **not** responsible for supervising and monitoring children's Internet use. The library provides facilities, but staff are **not responsible** for the Internet's accuracy, timeliness or appropriateness. Users are responsible for evaluating the materials that are accessed. Parental guidance is offered in a publication called Child Safety on the Information Highway. Available at www.safekids.com.

Expiration Date

- Children's library cards are set to expire six years from the date entered into the database or on the child's 18th birthday, whichever comes first.

Renewing Expired Children's Library Cards

- The children's library cards can be renewed with parent/legal guardian permission for 11 and under.

- If a parent/legal guardian is not available, a responsible adult over the age of 18, may accompany the child to renew the library card. The responsible adult cannot sign the application. Instead, he/she must present an application signed by the child's parent/legal guardian and a photocopy of the parent's/legal guardian's photo ID and proof of Norwalk residency. A parent or legal guardian must sign an internet permission form if they permit their child(ren) 17 and under to use the library's internet computers without their presence.
- **There is *no charge*** to renew expired cards.

Replacement Fee for a Lost Library Card

- The replacement fee for a lost library card is $2.00.

When in doubt and no supervisor is available, use your best judgment!

Norwalk Public Library System
List of Acceptable Forms of Identification

Revised: May 8, 2014

To get a Norwalk Public Library System card, a new borrower must present **one** type of identification from section A **or two** types of identification from section B, one from the identity column and one from the residency column. . **(If the new borrower does not have a photo ID, the library card will have a limit of two items.)**

A **The Following IDs are Acceptable by Themselves, if They are Signed, Valid and Current:**
Connecticut Driver's License with Current Norwalk Address
Connecticut Photo ID with current Norwalk address
US passport with Norwalk Address (Some passports do not list address in which case a residency ID is needed)

B **Two IDs Required - One From Each Column:**	
Establish Identity	**Establish Residency (Valid, in name of borrower, Norwalk Address)**
Employer ID with Photo	Norwalk tax bill (for residence, not property owned or business owned)
Alien Registration with Photo	Utility Bill
School ID with photo	Lease
Government Forms with Applicants Name and Address	Personal Mail
US Military Card with Photo	Auto Registration

- If the applicant is a resident of another town in Connecticut, the applicant must bring a current (unexpired) hometown library card with a photo ID and proof of residency in order to check out materials from Norwalk Public Library. **(If the new borrower does not have a photo ID, the library card will have a limit of two items.)**