

# Library Cards

The Tulsa City-County Library provides a free library card to anyone who meets the residency requirement in Tulsa County as defined below. "Free" means that no additional fees are charged for the card.

Though we would love to be able to provide a free library card to everyone who wants to use our libraries, technically library service is not free. Funding for the books, buildings, utilities, computers, staffing and other expenditures required to operate our library primarily comes from a portion of property taxes levied on the citizens of Tulsa County. The Tulsa City-County Library receives no funding from other cities outside Tulsa County or from other counties.

## Registration for a Library Card

The registration process qualifies a customer to use library computers and to borrow materials from any library in the Tulsa City-County Library. It is encouraged but not necessary to register for a library card to use other services of the library. Any inappropriate use of one's library card may be cause for revoking privileges to use library computers and/or borrow materials.

- Registration includes completing a registration form, providing proof of address, and presenting a photo ID.
- An individual may register at any library in the Tulsa City-County Library system, although people are encouraged to register at the library which they use most often.
- The library offers customers the option to be notified of the availability of requested material and overdue materials via e-mail. Customers may select this option by including their e-mail address on the registration form.
- Individuals confined to their home may request a library card through the Outreach Services Department.
- Families may obtain cards for each member of the family present at the time of the library visit, or use a parent/guardian's card for the family.
- A customer may also complete an online registration form for a library card. An inactive card will be mailed to the address provided. In order to activate the card, the customer must bring the card to a convenient library within 30 days and present a photo ID.
- Only one card may be issued to an individual.
- Library cards must be updated every two years based on the original registration or renewal date. Cards may be renewed on the next subsequent visit to the library by the customer showing a photo ID and proof of address.
- Any card that has not been updated within three years of its expiration will be removed from the library's database.
- A charge will be made for replacement of a lost card. The library should be notified immediately of lost or stolen cards. A card owner is responsible for any fees, fines or items checked out on card.

## **Residents**

A resident of Tulsa County may obtain a library card without charge. "Residents" are defined as those having someone living in the home who meets one of these five criteria:

1. Resides in Tulsa County, or
2. Resides in any Tulsa county municipality even though such portion is outside of Tulsa county, or
3. Pays property taxes in Tulsa County, or
4. Is employed by a company or organization that owns property in Tulsa County, or
5. Attends an accredited school located in Tulsa County as an enrolled student.

## **Non-Residents**

- An annual fee of \$50.00 per family is charged for non-resident borrowing privileges. These library cards expire in one year. A registered non-resident may borrow all types of materials and use PCs at any agency in the Library System.

## **Adults**

- To obtain a card, adults must complete the application form and show proof of identity and current address.
- Adult customers must show a photo ID to check out materials without their card.
- Any adult when registering for a library card without proof of address (except library card holders designated as Visitors) will be sent a self-addressed postcard. Library computers and library materials may be used in the library until the person receives the postcard and returns it to the library as proof of address.

## **Minors (17 or younger)**

- Minors who are unaccompanied by a parent/guardian may apply for a card, which will be mailed to their parent/guardian. They are restricted to checking out two items on this initial visit.

## **Educational Institutions**

The purpose of this card is to allow employees of educational institutions to use our services for the express interest of enhancing their curriculum for minors entrusted to them. For this reason, educational institutions are required to abide by the following:

- Elementary, middle, and high school and day care centers, located in Tulsa County or within any portion of Tulsa County municipalities, (even though such portion is outside of Tulsa County), are eligible to apply for an educational institution card which will be issued in the name of the institution.
- The educational institution card may not be used as a personal card.
- The institution is financially responsible for lost or damaged items charged on this card.
- Multiple cards may be issued to an institution with proper authorization.
- The educational institution card has a 50-item limit for materials that can be checked out on the card at any one time.
- Any abuse in the use of this card may result in loss of library card privileges.

## **Visitors to Tulsa County**

- To borrow materials, a visitor to Tulsa County must present a photo ID, documentation of a current local address and permanent address, and complete the registration form. A 30-day temporary card will be issued. A maximum of two items at a time may be borrowed on this card. Access to computers is allowed.
- Short-term visitors who wish to access the library's computers may do so with a computer courtesy card as provided by library staff.

### **Confidentiality of Customer Records**

The Tulsa City-County Library supports and complies with applicable Oklahoma Law (including, without limitation, the **Oklahoma Open Records Act-Title 51, Oklahoma Statutes §§ 24A.1 et seq., and the Oklahoma Library Code-Title 65, Oklahoma Statutes, § 1-105**) regarding confidentiality and disclosure of library records. All library records relating to an individual customer's use of the library and its resources are confidential. These records may be consulted by library staff and released to the library's contractors and consultants for use in the course of carrying out library operations, or for conducting surveys and evaluations of the library's delivery of services, but will not be disclosed to others except upon request or consent of the library user or pursuant to court order. As the legal custodian of records, the Tulsa City-County Library CEO is responsible for responding to any requests or information about a library user. If the CEO is absent or unavailable, a Director is designated to respond to any request for library records or information about a library user.

The circulation and registration records of the Tulsa City-County Library shall not be made available to any third party nor any law enforcement agency of a local, state, or federal government except when a court order, issued by or through a court of competent jurisdiction, is presented to the library by the law enforcement agency or other person seeking the records.

The Tulsa City-County Library keeps records of paid and unpaid fines and bills and checked-out materials up to three years. In accordance with Oklahoma's statute of limitations (**12 Oklahoma Statutes § 95**), records, including information about customer past-due materials and unpaid fines and bills, are deleted from the system after three years. Customers are in good standing when fines and bills are paid. No information regarding checked-out materials returned by date due is kept on the customer's record. Log-in data for computer usage is purged after one month.

No library employee or volunteer may release library records or reveal information about a library user to any third party, including a law enforcement agency, unless authorized to do so by the Library CEO, or a Director in the absence of the CEO.