

Library Cards

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.
- An individual may register at any library in the Tulsa City-County Library, although people are encouraged to register at the agency which they use most often. Customers are encouraged to include their e-mail address with registration to receive notification of reserves and overdues via e-mail.
- Individuals confined to their homes may request a library card through the Outreach Services Department.
- Families may obtain cards for each member of the family or use a parent/guardian's card for the family.
- Two cards may not be issued to the same person.
- 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 current identification.
- 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.

Residents

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

1. Resides in Tulsa County or
2. Resides in the portion of the Cities of Tulsa, Broken Arrow, Sperry, Skiatook or Sand Springs, outside of Tulsa County, or
3. Pays property taxes in Tulsa County, or
4. Works in Tulsa County, or
5. Attends school in Tulsa County.

Adults

- To obtain a card, adults must complete the application form and show proof of identity and current address.
- Adult customers must show identification to check out materials without their card.
- Any adult without proof of address (except 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.

Children and Teens

- Preschool children may receive a library card at the request of a parent.
- Juveniles 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 2 items on this initial visit.

Special

- Persons who are confined to a nursing facility, homebound customers or others who need library materials for an extended period of time may be eligible for a special card which allows for a longer loan period.

Institution

- Elementary, middle, and high schools and day care centers are eligible for institution cards issued in the name of the institution.
- 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.
- These cards should be used for the institutional purpose.

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.

Visitors to Tulsa County

- In order to borrow materials, a visitor to Tulsa County must present proof of identity and address, then complete the application form. A 30-day temporary card will be issued. A maximum of two items may be borrowed on this card.
- 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

(Adopted 09/20/2007)

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 used in the course of carrying out library operations, 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 Division 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 Division Director in the absence of the CEO.