

## **POQUOSON PUBLIC LIBRARY CARD POLICY**

Library cards are free to residents of the Commonwealth of Virginia. Patrons need to present their library card when they checkout items or use the library computers. A Virginia Driver's License or ID and address verification is required to obtain a library card. Alternatively, a government issued photo ID with separate proof of residency is acceptable. Proof of residence may be provided with a utility bill, lease/rental agreement, mortgage statement, or vehicle registration in print or on a digital device. Patrons are responsible for all fines, damages or loss of materials.

All adult applicants must sign their application and a parent/guardian must sign for their minors. The parent/guardian must be present when applying for a minor's card.

Those without a Virginia ID may obtain a library card by providing a social security number. If military or a dependent would rather provide their DOD number than their social security number, they may if the library is also provided with their duty station and unit number, along with their supervisor's name and phone number (Military dependents would also need to provide their sponsor's name and DOD number) and their duty station (Langley, Fort Eustis, etc).

If proof of residence is not provided, the card will be mailed to the address provided on the application form.

Library patrons must renew their account each year to ensure account information is current and accurate. Patrons will be sent a notice of expiration each year via email and may renew in person or by the phone.

If library card is lost, patrons may use their photo ID to check out items. If they desire a new card, they may purchase one for \$2.00. If a card becomes damaged through normal wear and tear, a replacement card can be provided at no charge.

New patrons may check out 3 items on their first visit, with the exception of tablets/eReaders. After these items are returned, patrons may check out a total of 50 items on their card. For specific item limits, please refer to lending policy.

Library cards may be issued over the phone so that citizens can have access to online resources without visiting the library in person. Residency requirements still apply. Patrons wanting to check out physical items or pickup their physical card after registering over the phone must present photo ID and sign application when visiting the library. Please call 757-868-3060 for assistance.