

Library Card Policy

The Yankton Community Library is a free library, open to any and all patrons for in-house use. Because it is funded by property taxes, all persons applying for a library card must provide address verification. A post office box number is not sufficient. Owners of business property must be able to provide an address for that business. Additionally, they may be asked to provide a current year property tax bill, lease/rental agreement, or other papers showing business ownership/property tax payment.

Types of Valid Library Cards

Any patron possessing a valid YCL card can check out materials from the Library. A "valid" card refers to any card that does not have fines/ fees equaling the \$5 limit and is not expired according to its renewal date. YCL has the following types of cards:

1) Resident Library Card (Adult/High School Student/Child)

These patrons live or own property within the city limits of Yankton. These cards are issued to individuals. A child card is for children ages birth through middle school with a parent/ guardian signature. High school students can get a student library card without parental permission/ signature. All cards have an annual renewal.

2) County Library Card (out of City limits but within Yankton County)

The Yankton County Commission has contracted with the City for library services. This agreement defines a county resident as a "person or persons owning residential or business property within Yankton County or, through rent or lease, paying property taxes to the County and County youth, high school freshmen through seniors....The property owners (residing within the county or not) as well as the renter/lessee have the same right to obtain a card." The library defines a household as a "related family or other persons living in the same household." The head of the household or a County youth must fill out a county registration, which includes all members of the household wishing to receive library services. All County cards expire one year from the application date and must be renewed annually in order to be valid. The charge is \$5 annually per household and each member of the household may receive a physical card.

3) Nonresident Library Card (outside Yankton County)

The same definition of a household as in #2 applies here. Each member of the household may receive a physical card. This type of card is given to people with permanent addresses outside Yankton County and is not limited to any geographical area. The card may be purchased in 3, 6, or 12 month increments with the following pricing: \$40 for 12 months; \$20 for 6 months; or \$10 for 3 months.

4) Mount Marty College cards: All cards are kept at the library and every student must show their student I.D. upon check out. Cards expire at the end of every semester and must be renewed every semester in order to be valid. These cards are free of charge.

5) Teacher card: This card can only be used for school/curriculum materials checkout. Fines do not accrue. There are four types of teacher cards:

- Any member of the Yankton School District
- Teachers who live in Yankton but teach outside the library service area
- Teachers residing outside and teaching outside the library service area
- Families who homeschool their children.

6) Daycare card: This card has the same privileges as a teacher card.

Lost Cards and Card Renewals

Patrons having lost/stolen/misplaced cards can purchase a new card for \$1.00. If they find their old card, they should bring it into the library or destroy it themselves. Reimbursement will not be given for found library cards once a new card has been issued.

Privacy and Library Cards

Pursuant to the American Library Association Code of Ethics, “we protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.” Therefore, we will only release information about items checked out, titles on reserve, past history, etc. to the named cardholder. If a cardholder would like this information to be shared with family members, friends, etc. they must list the person(s) with the library as authorized users. Additionally, the issuance of a library card is of an individual contractual nature that is normally not transferable to other parties. This means that the library cardholder is the only person who can use that card. If the cardholder wishes to let others check out using their library card, they must be in possession of the physical card or be listed on the account as an authorized user. The named cardholder is wholly responsible for items checked out by any authorized users. Staff has the right, at any time, to not permit an individual to check out on another person's card and to confiscate that card if misuse of library materials or theft of the card is suspected, or a knowing violation of the Privacy Act is occurring.

Limitation or Denial of Service

The use of the library may be limited or denied for due cause such as failure to return books or pay fines, destruction of library property, or objectionable or disruptive conduct in the library.