

## **Library Card Policy**

Effective 12/1/25

The Yankton Community Library (YCL) is a free library, open to all for in-house use. We seek to foster an atmosphere of free inquiry and to provide a diverse range of materials to meet the needs and interests of our entire community without bias or discrimination. A valid YCL library card is required to check out materials and to access e-books. A valid card refers to a card that does not have fines/fees equaling or exceeding \$5 and is not expired. Access to certain materials may be limited based on library card type, in accordance with internal lending policies and the value of the items. These restrictions are related to item cost and loan risk, not the age level or content of the materials. All cards are renewed annually unless otherwise noted. All persons applying for a card must provide a photo ID and physical address verification.

### **Types of Library Cards:**

#### **1) Resident**

These patrons live or own property within the city limits of Yankton. All resident cards are free of charge.

#### **2) County**

These patrons live or own property outside of Yankton city limits but within Yankton County. The Yankton County Commission has contracted with the City for library services. There is a required fee per household for County cards which is reflected in the current Agreement for the Provision of Library Services with Yankton County. The library defines a household as a "related family or other persons living in the same household." The head of the household or a household member age 18 or older must fill out a county registration, which includes all members of the household wishing to receive library services. Each member of the household may receive a physical card. Fees for a County card may be purchased for a 1 year, 6-month or 3-month membership.

#### **3) Nonresident**

These patrons live or own property outside of Yankton County and are not limited to any geographical area. There is a required fee per household for Nonresident cards. Refer to the definition of "household" above. Each member of the household may receive a physical card. Fees for a non-resident card may be purchased for a 1-year (\$40), 6-month (\$20) or 3-month (\$10) membership.

#### **4) Youth**

Youth cards are available for each of the three above categories for children from birth to age 17. Youth 17 and under require a parent or guardian signature to receive a card.

#### **5) Mount Marty University**

Students must show proof of current enrollment at Mount Marty University. These cards are free of charge.

## **6) Teacher**

Teacher cards can only be used for school/curriculum materials checkout. Applicants must show proof of current employment with a school or homeschool status. Teacher cards are free of charge and are valid during the school year. 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.

## **7) Daycare**

Daycare cards can only be used to check out materials for daycare usage. Applicants must show proof of daycare ownership or employment. Daycare cards are free of charge. Fines do not accrue.

## **8) Restricted or Privileged**

Other library cards with special privileges or restrictions may be issued at the discretion of the Library Director.

## **Lost Cards and Card Renewals**

Patrons having lost/stolen/misplaced cards can purchase a new card for \$1.00. Reimbursement will not be given for found library cards once a new card has been issued. All fines and fees must be paid in full when renewing library cards.

## **Authorized Users:**

Patrons must use their own library card, unless they authorize other immediate family members to use their library card to check out materials. Permission must be given in-person and documented in the patron record. The patron of record is responsible for all materials checked out on the card.

## **Privacy and Library Cards**

Under the U.S. Privacy Act and the Library Bill of Rights, endorsed by the Yankton Community Library Board of Trustees, U.S. citizens, regardless of age, are protected from violations of privacy including all library records, registration information, current and past circulation histories and online sites and resources accessed.

As specified in South Dakota Codified Law 14-2-51:

All public library records containing personally identifiable information are confidential. Any information contained in public library records may not be released except by court order or upon request of a parent of a child who is under eighteen years of age. As used in this section, "personally identifiable" means any information a library maintains that would identify a patron. Acts by library officers or employees in maintaining a check out system are not violations of this section.

Adult patron information will not be divulged to any other person, organization, or government agency including the courts, without a subpoena, unless the cardholder has listed that person as an authorized user. In the event that any library employee is served with a court order to provide information prohibited by this policy, that employee shall immediately inform the Library Director who shall in turn inform the president of the Board of Trustees and consult with the City's attorney before complying with the order.

The amount of outstanding fines, fees, and other charge totals may be shared with someone other than the responsible cardholder or patron upon request if the library staff believe that the intent of the requester is to pay those totals for the cardholder or patron. However, no personally identifiable information of any cardholder shall be released.

**Limitation or Denial of Service**

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