



Library Cards Policy

Approved: June 21, 2007

Revisions approved: June 11, 2009; June 10, 2010; April 10, 2014; June 11, 2015; Sept. 6, 2018; Sept. 15, 2022; April 13, 2023

I. On-site Use of Library Materials

Anyone, regardless of their age, residency, race, religion, national origin, or social or political views, may use West Fargo Public Library (WFPL) materials and WFPL equipment within the WFPL building in accordance with established policies and procedures. The Library Director may revoke any or all library privileges for users who misuse these privileges or breach current policies.

II. Library Cards

Patrons wishing to check out items must present a valid WFPL card or associated valid photo ID. If a patron does not have a valid WFPL card, a valid photo ID and proof of residency are required to obtain a card. Patrons wanting to obtain a Youth Card require a parent or legal guardian to complete the application and provide a valid photo ID and proof of residency. An individual may hold only one valid WFPL card at a time. Acknowledgment (online) or signature (physical) on the Library Card Application must be completed by an adult (18+) who assumes responsibility for all card activity. All WFPL cards are valid for a certain length of time as outlined below and will require renewal for continued use. Expired and inactive cards are removed from the system after two years of expiration.

Personal borrowing cards will be issued to individuals according to borrower age, as follows:

- Youth Card: ages 0 – 17
- Adult Card: ages 18 and older

Acceptable forms of proof of residency, business ownership, or property ownership include:

- Valid driver's license with current address listed
- Federal, state or tribal-issued ID with current address listed
- Current lease agreement
- Current mortgage statement
- Current bank statement
- Current utility bill or utility account viewed online
- Current vehicle registration
- Property verification via the County Assessor
- Business card or work ID and one piece of current mail to business or organization
- A postmarked piece of mail with the applicant's name and current address dated within the last thirty (30) days

NOTE: A post office box (P.O. Box) is not acceptable proof of residency. Any proof of residency must have the adult applicant's name available.

III. Types of Library Cards

A. Resident Library Card:

WFPL Resident Library Cards are valid for two (2) years from the date of application and can be used to check out the WFPL's physical and digital collections, access digital resources, place interlibrary loans, and check out special items as described within the Circulation Policy. WFPL Resident Cards will be issued to the following patrons at no charge:

1. Any resident of the City of West Fargo or person owning property in West Fargo on which taxes are paid.
2. Residents living within the boundaries of the West Fargo School District. This includes West Fargo, Horace, Harwood, Reile's Acres, and parts of Fargo.
3. Patrons of the Fargo Public Library and the Lake Agassiz Regional Library will be granted cards in accordance with the library's Reciprocal Borrowing Policy. Presentation of a valid card from the home library is required. Restrictions may apply to interlibrary loaning of materials.
4. Employees of the City of West Fargo or the West Fargo Public Schools. Proof of employment is required.

B. Temporary Library Card:

A Temporary Card entitles one to three (3) months of limited borrowing privileges as outlined in the Circulation Policy. A Temporary Card does not entitle the patron to interlibrary loans, digital app circulation through apps such as Hoopla or Libby, or other digital resources. A Temporary Card may be renewed on a case-by-case basis, per the approval of a Circulation Supervisor. Temporary Cards will be issued to the following patrons at no charge:

1. Individuals residing temporarily within the aforementioned boundaries, including residents of foster homes, motels, and other temporary housing.
2. Patrons of the Fargo Public Library and the Lake Agassiz Regional Library who would be eligible for a WFPL card according to the library's Reciprocal Borrowing Policy may not be able to present their home library card at the time.
3. Individuals who currently cannot present proof of address or photo ID.
4. An adult (18+) accompanying a youth or vulnerable adult desiring to obtain a library card but is not their legal guardian. Legal guardian verbal confirmation must be granted at the time of Temporary Card sign-up.
5. Patrons whose past borrowing record indicates the need for limited borrowing privileges.

C. Non-Resident Library Card:

Individuals who do not qualify for a Resident Card or a Temporary Card and who live outside the above-mentioned boundaries will be charged a \$25 fee for a Non-Resident Library Card. A Non-Resident Library Card entitles patrons to one year of borrowing privileges including access to the WFPL's physical and digital collections, interlibrary loans, and special items as outlined in the Policy on Circulation Limits, Loan Periods, Late Fines, and Related Charges. Non-Resident Library Cards are renewable annually if the borrower is in good standing and upon payment of the \$25 fee.

D. Institutional Library Card:

The purpose of the Institutional Library Card is to assist teachers and West Fargo organizations with easy access to WFPL materials needed for use in a classroom or for other business purposes. Institutional Cards are active for one (1) year and may be renewed. Institutional Cards require that the school principal or an authorized officer of the institution accept responsibility for the card on behalf of the institution. If borrowed materials are lost or damaged, the institution will be held responsible. Institutional Cards will be issued at no charge to the following entities:

- Any K-12 classroom, preschool, or licensed daycare center within the West Fargo Public School District boundary
- Any organization, corporation, or institution operating within the West Fargo Public School District boundary

IV. Online Registration

Online registration is available to adults (18+) who qualify for a Resident Library Card. Parents or legal guardians must approve the application for youth under the age of 18. Online registration may be denied based on the above card types. Applicants will be contacted for further verification or to address registration requirements.

V. Borrowing Privileges

The issuance of a borrower's card entitles the holder to borrow from the WFPL circulating collection and to use other services provided by the WFPL, such as internet access, use of online resources, and other services as outlined above and in the [Circulation Policy](#).

Granted Access and Parental Controls

The borrower may grant access to additional users, beyond whom the card was issued, to access their library account and its information.

Parents and Guardian Granted Access for Youth Cards

Parents and guardians of youth (under 18 years old) have automatic Granted Access to complete the following actions as the authorized signatory on a Youth Card:

- Check-out Items
- Place and Pick-up Item Holds
- Access and Pay Fines
- Update Library Account Information
- Access Current Borrowed Items
- Opt-in or Remove to Reading History
- Replace the Card
- Add or Remove Other Granted Access Users
- Opt-In or Remove Parental Controls

Note: Multiple parents and guardians can be identified on a Youth Card account to have Granted Access.

All Other Granted Access

Any other granted access user on a library account is Opt-In only. These users have access to complete the following actions on a Library Card:

- Check-out Items
- Place and Pick-up Item Holds
- Access and Pay Fines

Note: Examples of this access would be for a nanny or grandparent on a Youth Card, a spouse/partner on an Adult Card, or siblings on Youth Cards.

Parental Controls

Parents and guardians can Opt-In to Parental Controls on Youth Cards where they are the authorized signatory.

Parental Controls placed on a Youth Card would require the identified parent(s) or guardian(s) on the Youth Card to be physically present for the card to be used at the Library Service Desk (in-building or offsite).

Parental Controls do not limit access by collection or item in the Library's collection.

Youth Cards with Parental Controls have access to the Library computers and online resources.

Library staff do not act in loco parentis per the Collection Development and Management Policy.

Rights & Limitations

Any use of a borrower's card by a person other than the person to whom the card was issued is the responsibility of the borrower, whether the use was authorized or unauthorized. If a card is lost, the primary borrower will be held responsible for any use of the card before it was reported as lost to the WFPL.

If a borrower has incurred lost, damaged or other financial obligations to WFPL, that person may be restricted from borrowing WFPL materials until those obligations have been cleared.

VI. Suspension of Borrowing Privileges

As outlined above, patrons who owe outstanding fees or charges may be blocked from checking out additional materials until payment is made.

VII. Loss, Theft or Damage to Library Card

When a patron reports a lost, stolen, or damaged card the old card is invalidated, and a new number is issued. Verification of identity is required to replace a lost or stolen card. Fees may apply as outlined in the [Circulation Policy](#).

In completing an application form for a WFPL card, the applicant signatory accepts responsibility for the care and use of the card, agrees to the aforementioned policies, and agrees to do the following:

- Notify the WFPL promptly if the card is lost or stolen
- Accept responsibility for materials checked out on the card before the WFPL was notified that the card was lost or stolen.
- Present damaged cards to WFPL staff for potential replacement, as damaged cards may not work properly.

The WFPL Library Director, Adult & Patron Services Manager, and Circulation Supervisors reserve the right to make exceptions to the above terms.

I. Referenced Policies and Resources

This policy is subject to all federal, state, and local laws and policies including, but not limited to:

- WFPL Board. [Circulation Policy](#)
- WFPL Board. [Collection Development Management Policy](#).
- WFPL Board. [Equipment Checkout Policy](#).
- WFPL Board. [Interlibrary Loan and Consortia Hold Policy](#)
- WFPL Board. [Reciprocal Borrowing Policy](#).