



Onondaga County Public Library Board Policy

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Library Card Registration Policy

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LIBRARY CARD REGISTRATION

In order to provide good customer service and to ensure that information is accurate and up-to-date, it is important that the library follow a consistent policy for registering library card holders.

OCPL will establish such procedures as are necessary to carry out this policy.

In-Person Registration

Applicants for OCPL library cards are asked to register for a library card and agree to the borrowing rules outlined in the brochure, "What Every Borrower Should Know."

Library cards are issued to applicants who are present in the library and who verify both name and address. A photo ID is preferred; a list of verification documents is available on the library's Web site. The cardholder's photo is entered into the borrower database.

Juvenile Borrower Cards

A child 5 and over may register for a library card if a parent or legal guardian presents a photo ID or other address verification. Children ages 8 and over may follow the same procedure or may present their own name and address verification. The child's photo is entered into the borrower database.

Parents have the responsibility for a child's card and any financial obligations incurred on it until the child's 21st birthday, unless the child was an emancipated minor at the time of registration.

Library Cards for In-System Residents

- Individuals are entitled to an Onondaga County Public Library Card if they reside in the System's service area, or if they reside in a school district whose taxes support an OCPL member library, or if they go to school or own property within the System's service area.
- This card can be used at the Central Library, city branches, and all suburban member libraries.
- It can also be used remotely to access digital content, use databases, and download materials. Digital resources and access to them varies by library and may be restricted to each library's registered patrons.
- Cards are issued to individuals only, and the cardholder is responsible for all items checked out on the card.

Free OnPass Library Cards for Out of System Residents

- Individuals who reside in Out of System areas may obtain an OnPass library card from the Central Library and the city branches, and from any suburban member library that participates in the OnPass program.
- The OnPass allows those who live outside of the Onondaga County Public Library System to have borrowing privileges at all participating libraries including being able to place holds on materials from participating libraries. OnPass borrowers have access to the digital content, databases and downloadable materials that are available to Central Library cardholders.