



NPL Children LIBRARY CARD POLICY

- ✧ The Children's Library Card is for children ages 17 and under.
- ✧ Parents/legal guardians need to present a photo ID and proof of Norwalk residency.
- ✧ Parents/legal guardians assume all responsibility for all materials borrowed on this card, and for payment of overdue, replacement or other charges.
- ✧ A responsible adult such as an aunt, uncle, grandparent, sibling, or caregiver over age 18 may also present proof.
- ✧ **If the parent/legal guardian does not have a photo ID, borrowing privileges will be limited to two items.**
- ✧ All patron and circulation records are confidential and exempt from Freedom of Information requests.
- ✧ **A parent/legal guardian must sign the internet permission area of the application to permit children age 17 and under to use our internet computers without their presence. Library staff are not responsible for monitoring children's internet use or the internet's accuracy/appropriateness.**

LIST OF ACCEPTABLE FORMS OF IDENTIFICATION

One (1) type of identification from section A **or** Two (2) types of identification from section B

A
THE FOLLOWING IDs ARE ACCEPTABLE ALONE, IF THEY ARE SIGNED, VALID AND CURRENT:
Connecticut Driver's License with Current Norwalk Address
Connecticut Photo ID with current Norwalk address
US passport with current Norwalk Address (Some passports do not list an address, in which case a proof of residency is needed)

B	
TWO(2) IDs ARE REQUIRED	ONE(1) FROM EACH COLUMN
PROOF OF IDENTITY	PROOF OF RESIDENCY
Government Forms with applicant's name and address	Norwalk Tax Bill for residence, not property or business owned
Employer ID with Photo	Utility Bill (dated within the last 3 months)
School ID with photo	Lease
Alien Registration with Photo	Personal Mail
US Military Card with Photo	Auto Registration

APPLYING FOR A CHILDREN'S LIBRARY CARD AT NPL

- ⦿ Parents/ legal guardians may apply for the card with or without the child being present.
- ⦿ Parents/legal guardians must present a photo ID and proof of Norwalk residency.
- ⦿ A responsible adult may present an application signed by the child's parent/legal guardian along with a copy of the parent's/legal guardian's photo ID and proof of Norwalk residency.

APPLYING FOR A CHILDREN'S LIBRARY CARD AT SCHOOLS

- ⦿ Applications are given out to teachers prior to class visits.
- ⦿ Teachers collect the completed applications (signed by a parent/legal guardian) along with a copy of the parents'/legal guardians' photo ID and proof of Norwalk residency.
- ⦿ Teachers drop off applications and valid identification prior to class visits. Librarians can also pick up the information.
- ⦿ A librarian distributes the cards during class visits.

If a child attends school in Norwalk, but resides in another town, the child's parent/legal guardian or a responsible adult may be issued a card for the child to use only in the Norwalk Public Library System that is renewable after one year.

EXPIRATION DATE

Children's library cards expire after six years or on the child's 18th birthday, whichever comes first.

RENEWING EXPIRED CHILDREN'S LIBRARY CARDS

- ⦿ Children's library cards may be renewed with parent/legal guardian permission for children under age 12.
- ⦿ A responsible adult may present an application signed by the child's parent/legal guardian along with a copy of the parent's/legal guardian's photo ID and proof of Norwalk residency. A parent/legal guardian must sign the internet permission area of the application to permit children age 17 and under to use the library's internet computers without their presence.
- ⦿ Children 12—17 years old may renew their library cards using their school ID.
- ⦿ **There is *no charge*** to renew expired cards.

REPLACEMENT FEE FOR A LOST LIBRARY CARD

The replacement fee for a lost library card is \$2.00.