

MANUAL OF LIBRARY POLICIES

SUBJECT: Library Card Registration

Resolution No. 210920-6

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The Stow-Munroe Falls Public Library is a member of the CLEVNET Library Consortium. Library cards are interchangeable among other libraries in the CLEVNET Library Consortium. Patrons 16 years of age and older must present a picture ID with a current address. If the ID does not have the current address posted, the patron must provide one of the following:

- 1) personal check
- 2) lease
- 3) piece of mail forwarded by the post office (with the current address on it or anything with the patron's name and address in an official manner)

If a patron is unable to produce the required ID, the patron will be mailed a postcard. The patron will receive a library card when the postcard is returned to the library as proof of address.

Patrons under 16 must be accompanied by a parent or guardian and have the signature of a parent or legal guardian to obtain a card.

A Digital Library Card is available for Ohio residents.

What is a Digital Library Card?

The Digital Library Card is a virtual library card that will give you access to all of the library's digital resources:

- eBooks
- eAudiobooks
- digital magazines
- digital movies
- downloadable & streaming music
- digital TV shows
- online classes
- research tools & databases

What can't I do with my Digital Library Card?

- check out books, audiobooks, DVDs, or other physical items at the library
- place holds on these items in our catalog
- access public computers at the library

To get a Digital Library Card-you must:

- be a permanent resident in Ohio
- be 16 years of age
- not have a Full-Service Library Card with Stow-Munroe Falls Public Library

You may only have one type of a library card with Stow-Munroe Falls Public Library:

- ❖ a Full-Service Library Card that allows access to everything the library owns, or
- ❖ a Digital Library Card that provides you with full access to all of our digital resources.

If you already have a Full-Service Library Card, you will not be able to register for a Digital Library Card. However, you may upgrade your Digital Library Card to a Full-Service Library Card at the front Checkout Desk during open hours.

Please Note: If you have lost your physical library card, you will need to contact the library about a replacement.

Register for a Digital Library Card [here](#).

You must provide a valid email address. This is where your new Digital Library Card number and PIN will be sent. Since you will not have a physical card, you should save the email, or write down your Digital Library Card and PIN number in a safe place.

Your new Digital Library Card will be good for 2 years. At that time, you may renew it by contacting the library or you may upgrade to a Full-Service Library Card.