

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
LIBRARY SERVICES

Prepared by: Sandra Nietfeld

Board Approved – March 2001

6.0 PATRON CARDS

Patrons wishing to remove library material from the premises must have a valid Viking/Northern Lights library card with the appropriate validation stickers attached. The cards will be issued at the time a membership is taken out. The library cards will be valid for one year from time of issue, and a fee will be charged at the time of renewal. All library staff and volunteers shall issue library cards, and appropriate tracking procedures shall be maintained.

In the event that a patron's card is lost, destroyed, stolen, etc., a replacement card shall be issued for a nominal fee of \$5.00. The Board reserves the right to change the fee. The patrons file shall also be modified. If the patron loses their card they are obligated to notify the library staff as soon as possible. A grace period of one month will be extended to the patron, if they wish, to locate the missing card. In the event that a reported "lost" card is found after a new card number has been issued that card should be returned to the library and destroyed. A refund will not be given.