

Lawton Public Library LIBRARY CARD POLICY

Borrowing Privileges

A Lawton Public Library card is necessary to borrow library materials. Individuals may apply for a card at either the Main Library or the Branch. Library cards are linked together by household address. All household members are restricted from checking out items, accessing databases, and using computers when items are overdue or there are fees. In the event that a person applies for a library card and there are fines associated with that address, applicant may be denied.

All application information must be completed before a card can be issued. Additionally, those individuals whose permanent address is not in Comanche County are required to furnish their permanent address. PO boxes require proof of physical address.

Application Requirements

An applicant is required to verify:

- proof of identity with a government issued photo ID and
- proof of residency

A current driver's license will suffice for both proof of identity and residency if valid.

- Other acceptable ways to prove residency include current (within the last 30 days):
- Mortgage payment coupon, rent receipt, or lease agreement
- Utility bill
- Bank statement
- Payroll check with printed address
- Printed check
- Letter received by mail
- Proof of employment
- Current year tax receipt

Adult Card

To qualify for a free adult library card, individuals must live, work, own a business, go to school or pay property taxes in Comanche County.

- Non-residents employed in Comanche County must provide proof of employment dated within the past 60 days.
- Non-residents who pay taxes on real property located within Comanche County must provide a current tax receipt.
- Students must supply a current class schedule.
- Individuals in transitional housing such as treatment centers or shelters are not eligible for adult cards.

Ages: 18+; 40 Item Limit; Renewed Yearly

Child Card

To qualify for a free child card, the parent or guardian must have an adult library card. The responsible party must sign for a child library card as the guarantor. Guarantors will furnish required information; accept the responsibility for the return of library materials; and pay any fees that may be assessed. In the event a parent or legal guardian has outstanding fees, payment must be received before a child library card is issued. The parent or guardian is responsible for any online usage. *Ages: 4-17; 40 Item Limit; Renewed Yearly*

Digital Card

A digital card will be issued to students via participating local schools for digital items ONLY. If individuals wish to change their status to check out physical items, they will be required to meet regular library application requirements. The parent or guardian is responsible for any online usage. *Ages: School Age; 0 Item Limit; Renewal Varies.*

Oklahoma Library Card

A resident of Oklahoma outside of Comanche County desiring to use the Lawton Public Library resources on a continuing basis must pay a fee of \$28.75* annually. *Ages: 18+; 40 Item Limit; Renewed Yearly*

Non-Resident Card

A non-Oklahoma resident desiring to use the Lawton Public Library resources on a continuing basis must pay a non-resident fee of \$115.00* annually or \$28.75 per quarter. *Ages: 18+; 40 Item Limit; Renewed Quarterly or Yearly*

Welcome Card

An individual who can verify their name with valid photo identification may have full access to computers and online resources, and may borrow 1 physical item at a time. *Ages: 16+; 1 Item Limit; Renewed Quarterly*

Organizational Card

A business, school, or organization with a mailing address in Comanche County can apply to check out on an organizational card upon library approval. The organization assumes responsibility for all fees incurred. *Ages: 18+; 40 Item Limit; Renewed Yearly*

Computer Use Card

An individual only wanting to use the library computers can get an internet card with valid photo identification. The Library does not accept responsibility for minors. *Ages: 8+; 0 Item Limit; Renewed Every 5 Years*

Replacement Card

Replacement of library cards cost \$2.50*.

*Fees are set by City Council.

Library Board Approved: 8/3/2022