

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.

Application Requirements

Library cards must be renewed every 12 months.

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.

Other acceptable ways to prove residency include current (within the last 30 days):

- Mortgage payment coupon, rent receipt, or lease agreement
- Utility bill received by mail
- Bank statement
- Payroll check with printed address
- Printed check
- Letter received by mail

Resident Cards

Individuals living in Comanche County are eligible for a regular library card. Individuals in transitional housing such as treatment centers or shelters are not eligible for resident cards.

Children must be at least four years old to obtain a library card. Children under 18 years of age are required to have the application form signed by a parent or legal guardian. The parent must apply for a library card as the guarantor, who will furnish required information and accept the responsibility for return of library materials and payment of any fees that may be assessed. In the event a parent or legal guardian has outstanding fees, payment must be received before a juvenile library card is issued.

Digital Cards

A digital card will be issued to students via participating local schools for digital items ONLY. If individuals want to change their status to check out physical items, they will be required to meet library application requirements. Digital cards must be renewed after 36 months.

University Student Cards

Students enrolled in higher education who are not eligible for regular cards but are living on campus in Comanche County may be issued a library card for the length of the enrollment. Students must supply a current class schedule.

Non-Resident Cards

A resident of an adjacent county (Caddo, Cotton, Grady, Kiowa, Stephens, and Tillman) desiring to use the Lawton Public Library resources on a continuing basis must pay a non-resident fee of \$25.00* annually.

Homebound Cards

Homebound cards are available for individuals who wish to use library materials but are unable to leave their residence. Materials are delivered monthly and late fees are waived.

Additional Requirements

All individuals are required to provide a working phone number. Additionally, those individuals whose permanent address is not in Comanche County may be required to furnish their permanent address (university student cards, non-resident cards, temporary cards). PO boxes require proof of physical address.

Internet Use Cards

Individuals without proof of address wanting to use the library computers can get an internet card with a photo ID.

Replacement Cards

Replacement of library cards cost \$2.00*.

*Fees are set by City Council.

Library Board Approved: 9/14

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