

Library Accounts

Approved by: Library Board

Approved Date: September 16, 2020

Review Schedule: Every 5 years

Next Review Date: 2025

Requirements for Library Accounts

Suburban Ramsey County Residents

A resident of suburban Ramsey County may apply for a library account at any of the seven Ramsey County Library branches. Children are encouraged to have their own library account.

- Applicants, including minors 15 years of age and older, will be required to show picture ID and proof of current residency.
- Minors under 15 must be accompanied by a parent or legal guardian with picture ID and proof of current residence in order to establish a library account.
- Minors under 15 who are unaccompanied by a parent or legal guardian (or minors between 15-17 years old without proper ID), may open a provisional account by verbally providing the information required for the account's creation. A provisional account will allow access to all library resources with a checkout limit of two items.

Twin Cities Metro Area Residents

Through agreements with the Metropolitan Library Service Agency (MELSA), residents of the seven-county Twin Cities metro area who do not live in suburban Ramsey County may apply for a card from their home libraries at any Ramsey County Library. MELSA residents are subject to the same identification requirements as suburban Ramsey County residents.

Minnesota Residents

Minnesota residents living outside of Ramsey County and outside of areas served by the MELSA cooperative agreement may establish a library account with Ramsey County Library at any of the Ramsey County libraries by showing their home library card, a picture ID, and proof of current residence.

Non-residents

Non-Minnesota residents or Minnesota residents living in a jurisdiction that is not part of the statewide borrowing compact may apply for a non-resident account with name and address identification and an annual payment of \$60. Non-residents have the option of using a guest pass to obtain Internet access. Guest passes may not be used to check out materials.

Patrons without a Permanent Address

Ramsey County Library will provide temporary library accounts for individuals who identify themselves as not having a permanent address. Applicants will be required to provide a form

of identification. These accounts will be established with a six-month expiration period and will allow access to all library resources with a checkout limit of five items.

Safe at Home Program

The Library subscribes to the Minnesota Secretary of State "Safe at Home" Address Confidentiality Program. Any adult applying for a library account who has an official Program Card will be registered using the Program address.

Organizations

Organizations (schools, businesses and nonprofit agencies) in suburban Ramsey County may apply for a library account. A signed letter on the organization's letterhead indicating the entity responsible for all charges must be provided. The letter will be kept on file with the Library.

Lost or Stolen Library Cards

Patrons are responsible for library materials checked out on their accounts. Lost or stolen cards should be reported immediately to Ramsey County Library as well as any other public libraries where their card is registered. With picture ID and proof of current address a new card will be issued to the patron.

As long as a lost or stolen card has not been reported to our library system, the patron may be financially responsible for any materials checked out, and any charges or fees that are incurred.

Parent/Guardian Responsibility Statement

Parents or guardians are responsible for their minor children's library use. With proper identification, parents or guardians may impose specific restrictions on the library account of their minor child. Library staff will attempt to honor those restrictions where technologically feasible. Parents or guardians are responsible for charges on the accounts of their minor children.