

HAWAII ADMINISTRATIVE RULES

TITLE 8

DEPARTMENT OF EDUCATION

SUBTITLE 3

PUBLIC LIBRARIES

CHAPTER 200.6

LIBRARY CARD

Historical note: This chapter is based substantially upon chapter 8-200.1, General Procedures for Library Services and the Use and Loan of Library Materials". [Eff 1/2/96; am and comp 1/7/99; R 05/24/2010]

§8-200.6-1 Applicability. This chapter is applicable to all library services and the use or loan of library material. Unless otherwise specifically provided in other chapters, this chapter shall apply to all services provided by public libraries. This chapter does not apply to the loan of materials from the library for the blind and physically handicapped and the federal documents unit of the Hawaii state library and to school library cards issued at public and school libraries. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

§8-200.6-2 Library card. (a) Unless otherwise provided by these rules, a library card is required for a library customer to use card-required services or to request enhanced services.

(b) A library customer who wishes to apply for a library card shall provide satisfactory proof of identification and current address and complete an application form substantially similar to the form located at the end of this chapter as Exhibit 1, entitled "Hawaii State Public Library System Library Card Application/Renewal", dated June 26, 2008.

(c) Applicants for library cards may verify their identification using one or more of the following picture indentifications to satisfy the required proof:

- (1) Current driver's license;
- (2) Current State of Hawaii identification certificate with expiration date;
- (3) Current passport;
- (4) Current military identification;
- (5) Current school identification;
- (6) Current alien registration card;
- (7) Any current identification issued by any government agency;
- (8) Current company-issued identification.

(d) Applicants may verify their current address using documents such as:

- (1) Valid State of Hawaii driver's license;
- (2) Valid State of Hawaii identification card with expiration date;
- (3) Checkbook with name and address imprinted;
- (4) Current rental agreement;
- (5) Current utility bill;
- (6) Proof of any insurance coverage issued to the person;
- (7) Postmarked envelope mailed to customer within the last fourteen days.

(e) The library customer shall complete the application form by providing the customer's first name, middle name, last name, and permanent mailing address.

(f) A non-resident library customer shall provide a current Hawaii address in addition to a permanent mailing address.

(g) A library card application and library card must be signed with the customer's name. The library card must be signed in the presence of a library staff member.

(h) When a library customer is unable to sign the application or card because of a physical or mental disability, the customer's mark shall be witnessed by a library staff member, who shall place a note documenting this in the customer's library account. These provisions are not applicable for infants or non-school-aged children who have not yet learned to sign or print their name.

(i) Children must be able to handwrite their name on the application and card in order to obtain a library card.

(j) When a library customer is unable to sign the application or card because they are homebound as documented by a doctor's note, the customer's signature shall be witnessed by another person, who shall then provide their own valid identification in addition to the customer's identification as stated in subsection (c) to library staff. The witness' name shall be noted in the customer's library account.

(k) A minor applying for a library card shall be accompanied by a parent or guardian, except as provided in section 8-206.1-21. The parent or guardian must provide their own signature on the minor's library card application, and show satisfactory proof of current address and identification. By signing the minor's library card application, the parent or guardian agrees to be responsible for any fines, fees, or charges incurred by the minor and attached to the minor's account.

(l) An application shall be denied if it is incomplete, or if any information provided is false or fraudulent. Photocopies or other reproductions of any document shall not be accepted unless accompanied by the original.

(m) Library customers shall promptly notify HSPLS of any changes to their library account information, including, but not limited to address or name changes. Library customers shall be responsible for all fines, fees, or charges that result from the failure to do so.

(n) Library customers shall be responsible for all library materials and library services charged to their library cards, including, but not limited to loss of or damage to library materials. Library customers shall promptly notify HSPLS of the loss or theft of their library card. The failure of a library customer to promptly inform

the public library that the customer's card has been lost or stolen may cause the customer to be responsible for library material borrowed with a card that was lost or stolen.

(o) A library card may be revoked immediately if any information given on the application, or provided as proof of identification or address, is proved false.

(p) The first library card is free for residents, current military personnel with Hawaii orders, and the military personnel's dependents. The card will remain valid for five years after date of issue.

(q) The first library card is free for a Hawaii-based organization. An organization may be issued a library card if the executives of the organization provide adequate proof of identification and complete an organizational agreement, substantially similar to the form located at the end of this chapter as Exhibit 2, entitled "Hawaii State Public Library System Organizational Agreement For Library Use", dated June 15, 2007. The agreement shall require the notarized signature of the organization's head, who will be responsible for any financial obligations on the organization's account. The card will remain valid for five years from date of issue.

(r) Non-residents may be issued library cards that are valid for a three-month period or valid for a five-year period. The payment for a three-month card is \$10. The payment for a five-year card is \$25.

(s) There is no charge for renewal of library cards for residents and Hawaii-based organizations. Non-residents shall be charged \$10 for the renewal of a three-month card or \$25 for renewal of the five-year card.

(t) In order for a customer to renew a library card, the customer must present the library card, complete a new library card application form, and show acceptable proof of identification and current address. All library card renewal transactions require the presence of the library customer, except as set forth in subsection(j).

(u) A library customer whose resident card has expired may borrow one time only without providing identification documentation required for renewal.

(v) A fee of \$5 shall be charged each time any library card is replaced. HSPLS provides for free replacement of library cards for

customers who provide satisfactory proof and have a library account that is currently considered valid with regard to thresholds for fines, fees, and charges if:

(1) The card was stolen;

(2) The customer's legal name was changed;

(3) The card was damaged through normal wear and tear or an act of nature, such as but not limited to fire, flood, earthquake or other natural disaster that is not under the customer's control or for which the customer cannot reasonably be held accountable;

(4) The customer's status has changed from Juvenile to Young Adult or from Young Adult to Adult.

(w) With the exception of stolen cards or cards no longer available due to an act of nature, such as but not limited to fire, flood, earthquake, or other natural disaster that is not under the customer's control or for which the customer cannot reasonably be held accountable, a customer must present the current library card in order to obtain a replacement card. The customer shall also complete a new library card application form and show acceptable proof of identification and current address. All library card replacement transactions require the presence of the library customer, except as set forth in subsection (j). Replacement cards for non-residents will have the same expiration date as the original cards.

(x) A library customer or organization shall not receive a refund for returned cards.

(y) A library card shall be used only by the customer to whom it was issued. It is not transferable, except as provided in section 8-200.7-7(c). [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

§8-200.6-3 System downtime. During system downtimes, a non-library card holder may be issued an identification number and allowed borrowing privileges after properly completing a library card application form and showing proper identification. [Eff 05/24/2010] (Auth: HRS §§302A-1120, 312-1) (Imp: HRS §312-1)

[Standard 8-200.6 promulgate EXHIBIT 1 Lib Card App.pdf](#)

[Standard 8-200.6 promulgate EXHIBIT 2 Lib Card Org App.pdf](#)