



## **ONLINE LIBRARY CARD REGISTRATION POLICY**

The primary goals of the PLS Online Library Card Registration Policy are to establish:

- Eligibility for online library card registration
- The online library card registration process
- The local authority retained by the 42 individual OWWL libraries

The Online Library Card Registration Policy is a collaboration between PLS and the Pioneer Library System Directors Advisory Council (PLSDAC), and all partners have jointly agreed to the parameters set forth in this policy.

### **ELIGIBILITY FOR ONLINE LIBRARY CARD REGISTRATION**

Online library card registration is available to all full and part-time residents of Ontario, Wayne, Wyoming, and Livingston Counties as well as any person who attends school or pays property taxes in these counties.

### **ONLINE APPLICATION PROCESS**

Individuals can complete a Self-Registration Form located on <https://owwl.org>. The Self-Registration Form should can be completed by eligible individuals who have not previously had a library card from an OWWL library. Individuals who need to renew or replace their current OWWL library card should contact their local library directly.

After the Self-Registration Form is submitted, the selected library will review the information to verify eligibility. Once eligibility is verified, the library will either mail the new library card to the address provided or arrange for the individual to pick up the card at the library. If eligibility cannot be determined, the library may reach out via phone or email.

Library cards obtained through online registration will give card holders access to all OWWL digital resources and allow individuals to place holds on physical library materials. Libraries may require further proof of identity and/or address before online card holders will be able to borrow physical library materials based on local policy.

Online library card registrations will expire 6 months from date of issuance. To renew, individuals will need to contact an OWWL library.

Out-of-system Self-Registration Forms will not be processed (see Out-of-System Cards section below).

### **OUT-OF-SYSTEM CARDS**

Out-of-system is defined by anyone residing outside Ontario, Wayne, Wyoming, and Livingston Counties. Online library card registration is not available for out-of-system residents. Issuing cards to out-of-system residents is at the discretion of individual libraries.

Out-of-system residents wishing to apply for a library card from an OWWL library should contact the individual library to discuss their local policy and procedures.

### **ONGOING USE EVALUATION**

This Online Library Card Registration Policy will be evaluated by the Executive Director with input from the Pioneer Library System's Directors Advisory Council and reviewed by the Pioneer Library System Board of Trustees on an as needed basis.

Questions or concerns regarding this policy should be forwarded to the Executive Director of Pioneer Library System.