

Woodland Public Library Card Policy

Full Access Library Cards

Anyone who resides in the State of California is eligible for a Woodland Public Library card. The initial card is free, and a minimal fee will be charged to cover the cost of materials for replacement(s). To apply for a Library card, adults must present current traceable photo identification which gives both their name and address, e.g., driver's license, rent receipt, utility bill. Children under the age of 18 must have a guardian or responsible adult present to apply for the card, the guardian or responsible adult is responsible for all fines and fees. Library cards are non-transferable, remain the property of Woodland Public Library and must be surrendered upon request. Library users **must** present their Library card each time they wish to check out any materials.

Other Types of Library Cards

Temporary Card

If a user does not have a permanent address, but are living within Woodland city limits, they may apply using current traceable identification which gives both name and address, for a three (3) month temporary Library card with a three (3) item limit.

A PO Box is not considered a permanent address.

Examples of temporary residence would include hotels, motels, shelters, rehabilitation centers, visiting family, and exchange students.

E-Card

For access to only electronic materials, users may apply for a one-year E-Card providing access to all Library electronic resources. No identification is necessary.

Institutional Library Card

Educational and non-profit organizations with offices in the Woodland city limits needing access to the Library's resources and inter-library loan for work related projects may apply for an institutional Library card. The institution must agree to pay all fines, fees, and related charges. The director of the institutional must provide written documentation agreeing to pay all charges related to the usage of the card.