



Library Card Policy

Qualifications:

Anyone who resides in Ontario, Wayne, Wyoming, and/or Livingston county (OWWL service area). In-system patrons are all full-time and part-time residents (whether permanently or temporarily, such as college students), as well as any person who attends school or pays property taxes, within the four county area, this includes residents of “unserved” communities, or those communities within the geographic boundary of OWWL Library System are eligible for a library card with the OWWL Library System.

Residents living in the Newark Central School District or residents of unserved library areas surrounding the Newark School District qualify for a card with the Newark Public Library. Newark Library cardholders residing outside of our service area with existing cards will be granted access until the card expires. At expiration the card holder must confirm residency of Newark School District or OWWL counties. All library cards requiring renewal will follow the steps below for renewal.

Patrons are allowed one OWWL account only. There is no charge or fee to open a library account. Currently employed staff members who reside outside the Newark Central School District will be privileged to have a Newark Library card.

Registration

Applicants must register in person and meet the registration requirements.

- 1) Complete and sign the library’s registration form.
- 2) Supply photo identification with their current address or photo ID and proof of current address, and provide proof of physical address if they provide a P.O. box as their primary address
- 3) A library card will not be granted if a patron has no photo ID. The library will try to work with the individual in unique circumstances to help them apply for a library card.

The card allows access to materials and resources provided by the OWWL System and The Newark Public Library, depending on the residency. Patrons can download the OWWL app to receive a digital card on their smartphone or device.

Library Cards

Per OWWL procedures, patrons may apply online for a library card using self-registration. Depending on residency, this account may not provide access to Newark's Hoopla.

Online library card

Patrons registering for an online card can only access eResources this way. The card expires after 6 months, and patrons are restricted from borrowing physical materials until they come to the library with a valid ID and proof of address to finalize the library card application process.

Permanent Online Card

Patrons who want to extend their Online library card can extend the card expiration date to every two years. This card can only be used to provide continued access to electronic resources for patrons who do not visit the library.

Physical Card

Patrons will receive a physical card. This card is for borrowing physical and digital materials. The card expires every two years.

Borrowing Privileges:

Anyone with a valid OWWL library card can borrow materials and use computers at the Newark Public Library, except for "online only" library cards.

A library card or app version of an owner's card must be presented at checkout. An exception may be made if a patron has forgotten his/her library card and can show valid photo identification or verify account information. However, the library cannot always make exceptions.

There is no replacement fee for library cards that have worn out or fallen apart.

Young Adult (11- 17) library cards:

Young Adults aged 11 through 17 or in the fifth to twelfth grade must present identification (school ID, child safe card, state ID, or report card, etc) or a parent and their ID to obtain an application for a library card.

Young Adult borrowers have access to the same library materials as Adult borrowers.

Parents/guardians of young adults between the ages of 11 and 17 may be given information about overdue materials only upon presentation of the youth's library card

barcode number, printed overdue notice, or personal identification that confirms that the adult is the youth's parent/guardian.

Library cards for minors:

A parent or guardian may obtain a library card for their child (age 11 and under) by providing a valid form of identification and signing the registration card. The child must be present at the time of registration. Upon signing, the parent or guardian assumes responsibility for all materials and any fines incurred using the child's card.

Renewal

The cardholder must confirm Newark Library service area residency to renew their library card every two years. Card holders living in the OWWL system but not in the Newark library service area, will be reassigned to an OWWL member library in the service area where the card holder resides.

Fees

The Newark Public Library does not charge late/overdue fees on any materials. If an item is lost or damaged, fees will be applied to the library card account that the item(s) was checked out on.

Cardholder Responsibility

By signing the registration card, applicants certify that the information they provided is true and correct to the best of their knowledge, agree to obey all policies of the Newark Public Library, and acknowledge that they are financially responsible for all materials borrowed with their library card.

Cardholders are responsible for the safekeeping and use of their card, including all items and fines charged to their library card account.

Borrowing privileges may be limited or rescinded if the cardholder has overdue items from other libraries, unpaid fines of \$5.00 or fees, or has violated the library's rules of conduct.

Lost card:

Lost cards should be reported to the library immediately to avoid unnecessary charges. Until replaced, all lost cards will be marked inactive. There is no replacement fee.

Adopted by the Newark Public Library Board of Trustees August 14, 2025

Reviewed: 9/17/2025

Amended & Approve: 10/9/2025