Harlan Community Library

Student Digital Patron Library Accounts

(September 14, 2020)

The Harlan Community Library strives to promote literacy to all age groups. In an effort to provide more access to student patrons, the library offers a digital library card that can be issued in partnership with local school districts.

Digital Library Card Account

- A digital library card account will allow patrons to check out items through any of the various on-line library resources that require a patron's barcode information.
    - These include such resources as follows:
        - Reading Resources - Libby, Hoopla, RBDigital
        - Reference Resources - Credo & all the products offered through Gale
        - Language Learning Resources - Transparent Language
        - Job Assistance and Veteran Assistance Resources - Brainfuse – JobNow/VetNow
- All digital resources can be found at the library's website and many of the products have free apps for mobile devices.
- Students with a Digital Library Account will only be able to use digital resources with a digital library card (items in our in-house collection do not apply). The patron will be able to convert his/her digital library card account to a regular patron account at any time by bringing in proof of ID into the library and obtaining a physical card. See the library's policy on Circulation Procedures for the necessary documentation that will need to be provided to convert an account.
- Patrons cannot have more than 1 library card account.
- Digital Library Card accounts will expire 1 year from the date they are issued. Student patrons may renew their digital library card by contacting the library and updating their information.

Process for Obtaining a Student Digital Library Card Account

- A student currently enrolled in one of the partnering schools can sign up through the designated school representative for a digital library card.
- When a student is issued a digital library card account, the student will receive the card number and the library will retain the actual physical library card until the student patron comes in to convert the account to a regular patron account. Any student digital library card that is expired 6 months or longer will be deleted from the library's circulation system and the physical card will be destroyed.

Confidentiality

- All patron records and information are confidential, pursuant of Iowa Code, Chapter 22.7 (13).
- No patron information will be shared with other patrons.
- Library staff can use information from a patron's record to contact patrons concerning library business and for no other reason.
- The Library Director is the Custodian of the Record
    - Any and all requests for patron information must be submitted to the Director.
    - Only legal requests from a court-issued subpoena will release the specific patron records.
    - A written agreement, signed by the patron, may release the specific patron records.

Circulation Period

- The circulation period is determined by the digital resource that the patron is accessing. All digital library materials are returned automatically.