



Rev. Date: 09-17-08 Pol. No.: CIR-1

Adopted by the Library Advisory Board 03-17-04

Public Library System

Library Cards

Policy Statement:

Library cards are issued free to Scottsdale residents, visitors, and residents of Maricopa County. Permanent non-residents of Maricopa County are eligible for a Scottsdale Public Library card upon payment of a biannual fee of \$20.

Regulations:

1. Photo identification and proof of current physical address are required. If the photo ID does not have current address, a second form of ID with proof of address is required. Proof of local address and hometown address are required for visitors. For homeless, see "Library Cards for Homeless" **CIR-2**.
2. A library card may be issued without proof of physical address, but with photo ID, for a one-time, 3-item checkout.
3. Acceptable forms of identification include:
 - a. Drivers license
 - b. Federal, state or local government ID card
 - c. Passport
 - d. School ID card
 - e. U.S. Military card
 - f. Permanent Resident Card or Alien Registration Receipt Card
 - g. Mexican Consular ID card
4. For Scottsdale residents, library cards do not expire. For other residents of Maricopa County, library cards expire annually. For permanent non-residents of Maricopa County, library cards expire every two years.
5. Cards can be renewed by phone. Cards cannot be renewed on accounts that are delinquent.
6. Customers who register for a library card online have remote access to library databases. They may check out items only after showing photo identification and proof of physical address.

7. Cards for Children:

- a. There is no minimum age for obtaining a library card.
- b. Parent or legal guardian must present his/her photo identification and proof of current address for cards issued to children under the age of 12. (A child's library card application completed by a parent or legal guardian offsite must be notarized.)
- c. Parents or legal guardians are responsible for items checked out by their minor children.
- d. Children will be issued a library card regardless of the status of the library cards of other family members.

Procedures:

1. Palomino Teacher Cards are held at the Check Out Desk and can only be used at the library that issued the card.
2. Civic Center and Mustang Libraries have Large Type by Mail or Home Delivery cards that are used by the volunteers to check out materials to persons unable to come to the library and who have qualified for these programs.

Confidentiality of Records (see "Confidentiality of Library Records" **MGT-2**)