



## Public Library System

## Library Cards

### Policy Statement:

Library cards are issued free to Scottsdale residents and residents of Maricopa County. Non-residents of Maricopa County are eligible for a Scottsdale Public Library card upon payment of an annual fee of \$43.

### 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.
2. A one-time, 3 item provisional library card may be issued without proof of physical address, but with photo ID.
3. Computer Use Only cards may be issued without proof of physical address but with photo ID to those individuals who cannot obtain a library card with full borrowing privileges. Computer Use Only cards allow patrons to logon, use, and print from public computers at all library branches, but do not allow borrowing of physical materials.
4. 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
5. Library cards expire annually. Patrons must come in person to verify account information and present proper identification. Accounts must be in good standing (i.e. not delinquent) before a card is changed from “expired” status.
6. Cards for Children:
  - a. There is no minimum age for obtaining a library card.
  - b. Child must be present when card is issued.
  - c. 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.
  - d. Parents or legal guardians are responsible for items checked out by their minor children.
  - e. Children will be issued a library card regardless of the status of the library cards of other family members.

7. Associated Accounts:
  - a. Patrons have the option to authorize another person(s) to pick items they have placed “on hold”.
  - b. The card holder and the additional person(s) they have authorized to pick up “holds” must both be present, in person, at the same time and provide proof of identification in order to activate the Associated Accounts function.
  - c. Associated Accounts is an optional feature that provides added convenience for patrons and may not be used for any purpose other than holds pick-up. Items currently checked out, fines owed, or other account information cannot be shared between patrons on Associated Accounts.

**Procedures:**

1. Palomino Teacher Cards are issued and distributed to Desert Mountain High School (DMHS) Teachers upon signing the attached Scottsdale Public Library System Teacher’s Library Card Agreement.
2. Library cards are issued to children/youth during school and outreach visits conducted by Youth Services staff. Youth Services staff work with school representatives to verify names and addresses prior to processing card applications.
3. Library cards are issued to homeless individuals. A current mailing address should be provided, as available. For individuals who are residing in temporary locations, that address, a P.O. Box, or General Delivery will be accepted.

**Confidentiality of Records** (see “Confidentiality of Library Records” **MGT-2**)

Large Type Books by Mail (see “Large Type Books by Mail” CIR-9)

Home Delivery Service (see “Home Delivery Service” CIR-8)

Scottsdale Public Library System  
DMHS Teacher's Library Card Agreement

I accept the following conditions upon **receipt** and **use** of my teacher's library card:

- I understand that I must have my teacher's library card with me in order to check out items at the library.
- I will use my teacher's card to check out items for my professional use as a teacher or administrator at Desert Mountain High School. I will use my personal library card to check out library materials that will be used for all other purposes.
- The check-out limit is up to 30 items and up to 12 requests at any given time.
- I understand that I am financially responsible for the library material that I check out with my teacher's library card. If I lose an item checked out on my card, I agree to reimburse the Library for the value of the item plus a \$5 non-refundable processing fee within 30 days.
- Although overdue fines will not be assessed against this account, I agree to return materials on time or to renew items that I need for a longer period of time. I understand that I cannot check out items for extended periods such as a semester, because the Library needs to make them available for others to use.
- I will not check out items for students to use outside of my classroom.

I understand that failure to comply with these terms may result in the loss of my privilege to use my teacher's library card.

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Signature

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Date