Policy Manual

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 permanent Maricopa County address are required. P. O. Box numbers are not accepted as proof of address but may be used as a mailing destination for correspondence from the Library. If the photo ID does not have current address, a second form of ID with proof of address is required.
2. A one-time, 3 item provisional library card may be issued without proof of permanent Maricopa County 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. Acceptable proof of permanent Maricopa County address includes (not limited to):
   a. Utility bill (physical or digital copy)
   b. Lease or mortgage statement (physical or digital copy)
   c. Car insurance (physical or digital copy)
6. 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.
7. Library cards are issued to individuals experiencing homelessness*. 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.
8. 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 permanent Maricopa County address for cards issued to children under the age of 12.

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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.

9. Associated Accounts:
   a. Patrons have the option to authorize another person(s) to pick items they have placed “on hold”.
   b. 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 with the exception of guardians listed on minors’ accounts.

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)