



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. Library cards can be obtained in person or online. Photo identification and proof of current physical address are required when applying in person. A recent utility bill matching the address on the application and postmarked mail matching the name and address on the application are required when applying online.
2. P. O. Box numbers are not accepted as proof of address but may be used as a mailing destination for correspondence from the Library
3. A one-time, 3 item provisional library card may be issued in person without proof of physical address, but with photo ID.
4. Acceptable forms of identification include:
 - a. Driver's 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 renew using one of the following methods:
 - a) 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.
 - b) renew online and verify address by uploading a utility bill or postmarked piece of mail. Accounts must be in good standing (i.e. not delinquent) before a card is changed from "expired" status.
6. Acceptable proof of address for in-person card registration 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)
7. Library cards will be 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 in person when card is issued. Minors are not able to obtain a library card online.

- 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. (CIR-1) Page 1 of 2
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.

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)