



Effective: 07-09-2019
Revised: 09-17-2024
Pol. No.: CIR-10

Visitor Library Cards

Policy Statement:

A free visitor library card may be issued once to anyone who does not reside within Maricopa County. Borrowing privileges come with restrictions. Non-residents of Maricopa County can purchase a Scottsdale Public Library card with full privileges upon payment of an annual \$43.00 fee or six months of full privileges for \$21.50.

Regulations:

1. Photo identification and proof of current physical 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. Visitor library cards expire 90 days from the date they are issued.
3. Up to 10 physical items may be borrowed at one time.
4. Digital item checkouts are not available.
5. 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
6. Visitor Library Cards for Children:
 - a) There is no minimum age for obtaining a visitor library card.
 - b) Child must be present when visitor library 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 visitor library card regardless of the status of the cards of other family members.

7. Associated Accounts:

- a. Patrons have the option to authorize another person(s) to pick up items they have placed “on hold” by requesting an association of library accounts.
- b. Items currently checked out, account balance, or other account information cannot be disclosed by the library between patrons on Associated Accounts with the exception of guardians listed on a minor’s account.
- c. A patron cannot request account association to pick up held materials for another patron, with the exception of guardians listed on a minor’s account.