



Rev. Date 11-20-19 Pol. No.:

*Adopted by the Library Advisory Board*

## Public Library System

## Visitor Library Cards

### Policy Statement:

Visitor library cards are issued free to anyone that does not have a residence within Maricopa County. Borrowing privileges come with restrictions. Non-residents of Maricopa County can also opt for a full Scottsdale Public Library card upon payment of an annual fee of \$43.

### Regulations:

1. Photo identification and proof of permanent 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 permanent 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. They cannot be renewed.
3. Up to 10 physical items may be borrowed at one time.
4. Digital item checkouts and databases are not available.
5. Interlibrary loan service between library systems is not available.
6. 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
7. Acceptable proof of permanent 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)
8. 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 permanent address for cards issued to children under the age of 18.
  - 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.
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.
- c. 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)