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Library Cards

Policy Statement:

Library cards are issued free to residents of Scottsdale and Maricopa County. Non-residents of Maricopa County are eligible for a Scottsdale Public Library card upon payment of an annual fee of \$43 or a fee \$21.50 for six months.

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. When applying online, a recent utility bill matching the address on the application and postmarked mail matching the name and address on the application are required.
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, 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. Acceptable proofs of current address for in-person card registration include (not limited to) a physical or digital copy of:
 - a. Utility bill
 - b. Lease or mortgage statement
 - c. Car insurance

6. Library cards expire annually. Library cards will automatically renew if a patron qualifies.
Qualifications:
 - a. Maricopa County resident
 - b. Over 18
 - c. Card in good standing
 - d. Patron has not moved within the past year

7. Patrons who do not qualify for auto-renewal are:
 - a. Under 18
 - b. Pony Express patrons
 - c. Out of County resident
 - d. Visitor card holder
 - e. Computer Use Only card holder
 - f. Any card holder not active for the last 11 months

8. Patrons not eligible for auto-renewal may renew using one of the following methods:
 - a. Verify account information and present proper identification in person. Accounts must be in good standing (i.e. not delinquent).
 - b. Renew using the online application via the library website and submit the required documentation.

9. Library cards may be issued to individuals experiencing homelessness with a photo ID. A current mailing address should be provided, as available. For individuals who are residing in temporary locations, a current address, a P.O. Box, or General Delivery will be accepted.

10. Cards for Children:
 - a. There is no minimum age for obtaining a library card.
 - b. Child must be present 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 family members.

11. Associated Accounts:
 - a. Associated Accounts is an optional feature that provides the added convenience for patrons to authorize another person(s) to pick up items they have placed “on hold.” This feature may not be used for any purpose other than holds pick-up.
 - 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 to activate the Associated Accounts function.
 - c. Items currently checked out, account balance, fines owed, or other account information cannot be shared between disclosed by the library with the exception to guardians listed on a minor’s accounts.