



# CITY OF PALMDALE

*a place to call home*

## **Palmdale City Library**

### **POLICY # 240 – LIBRARY CARD REQUIREMENTS**

**Adopted by the Board of Trustees 7/19/16**

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#### **Policy Statement:**

To maximize accessibility of Library materials while minimizing loss, the Board of Library Trustees has established the following rules for obtaining a library card.

#### **Regulations:**

One of the following forms of identification is required to obtain a Provisional Card (which is good for 30 days, and allows Internet access and the checkout of one item at a time):

- Valid California driver's license
- Valid California identification card
- Valid passport
- Other valid government-issued photo ID (out-of-state, consular, military)
- Current student ID issued by school or university with photo
- Current employee ID with photo

In order to obtain a full card (which is good for 3 years, and allows Internet access and the checkout of thirty items at a time), one of the above forms of identification is needed, as well as proof of address. Acceptable proofs include:

- Current address listed on any of the above
- Utility bill issued within the last 60 days showing name and current address
- Check imprinted with name and address
- DMV change of address card
- Mail addressed to applicant with a postmark cancelled within 60 days
- Rent receipt issued within the last 60 days showing current address
- Bank statement issued within the last 60 days showing name and current address.

For children under 18 to obtain a card, a parent or legal guardian (with paperwork identifying guardianship) must sign for the child, providing the identification described above, and accept responsibility for all items checked out under that card. If parent is not able to be present, the child may bring in a signed statement of parental responsibility with a copy of the parent's ID, described above.

Any library patron whose record shows an outstanding balance for non-returned items equal to or greater than the amount necessary for the account to be sent to the collection agency (but not less than \$100) may not sign as the responsible party for any immediate family member to obtain a Palmdale City Library card. This pertains specifically, but not exclusively, to a child's father, step-father, mother, step-mother, or legal guardian.

Library checkout privileges may be revoked for all family members residing in the same household of any patron whose record shows an outstanding balance equal to or greater than the amount necessary for the account to be sent to the collection agency (but not less than \$100) until such time as the record is cleared.

To obtain an institutional card, the agency in question must:

1. Submit a completed online library card application
2. Submit a formal letter, on the agency's letterhead, providing the following information:
  - A list of authorized users
  - The phrase "I understand that the organization is responsible for all materials checked out by authorized staff."
  - The signature of the head of the organization

Institutional cards will be blocked upon accruing more than \$250 in fines. Special loan periods can be arranged upon request.

If the list of authorized users should change, the institution is responsible for contacting the Library to have it updated. Authorized users will be required to show identification at checkout. The institutional card will be kept on file at the Library.