



L.E. Phillips Memorial
Public Library

Number: 9
Category: Circulation and Collection
Development Management

Policy Title: USING OTHER PEOPLE'S CARDS FOR CHECK OUT
Date adopted: 12/01/81
Date amended: 11/18/82; 4/19/84; 11/15/91; 11/20/92; 10/16/98; 02/21/02; 03/18/04;
09/17/09; 08/18/11; 02/25/14; 11/16/17; 11/21/19; 11/17/22
Date last reviewed: 11/17/22

Customers must use their own library card to check out materials.

Parents/Legal Guardians: Parents/legal guardians may check out items on their children's cards if the child is present or by presenting the child's physical or digital library card.

Cardholders who have forgotten their cards: A customer who has a current library card but forgets to bring it may check out items once if they verify their identity. The customer must present their library card the next time they check out materials. Customers can declare their card lost and pay for a replacement card.

Cardholders who send someone else to pick up items on hold: Cardholders may send their physical library card or a digital copy of their library card with someone else for the purpose of checking out library materials that are on hold for the absent cardholder. However, if the absent cardholder has fines or overdue items in excess of \$10.00, materials may not be checked out on that account. The cardholder is responsible for any materials checked out on their card.