



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
Date last reviewed: 11/21/19

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

EXCEPTIONS – These exceptions below do not apply to the checkout of circulating or in-house iPads, Wi-Fi hotspots or Kits:

Parents: Parents may check out items on their children's cards if the child is present or by presenting the child's physical 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 he/she verifies his/her identity. The customer must present his/her library card the next time he/she checks out materials. Customers do have the option of declaring their card lost and paying for a replacement card.

Cardholders who send someone else to pickup items on hold: Cardholders may send their library card with someone else for the purpose of checking out library materials that are on hold for the absent cardholder only. Cardholders may also authorize other customers to pick up their holds by filling out a *Holds Authorization form* at the circulation desk. However, if the absent cardholder has fines or overdue items in excess of \$10.00 on their card, materials may not be checked out on that account. The cardholder is responsible for any materials checked out on their card by authorized and/or cardholding customers.