



L.E. Phillips Memorial  
Public Library

Number: 10  
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  
Date last reviewed: 02/25/14

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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:**

**Parents:** Parents may check out items on their children's cards without the children being present, except for parents who have fines or overdue items in excess of \$10.00 on their own 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; 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.