



L.E. Phillips Memorial  
**Public Library**

**Number:** 5  
**Category:** Circulation and Collection  
Development Management

**Policy Title:** IDENTIFICATION REQUIRED OF APPLICANTS FOR LIBRARY CARDS  
**Date adopted:** 11/21/86  
**Date amended:** 11/20/92; 09/17/09  
**Date last reviewed:** 03/21/13

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Applicants are required to provide one form of identification showing name and current residential address before being issued a library card.

The identification presented must be adequate for verifying that the person is who he or she says, and that the address is current. Staff are authorized to determine whether the form of identification presented is adequate for these purposes and what constitutes acceptable identification in special circumstances.