

# DALY CITY PUBLIC LIBRARY

## LIBRARY CARD POLICY

The Daly City Public Library issues library cards to residents of the State of California free of charge. Library card applicants may apply for, receive a card, and use it immediately if they present acceptable identification and verification of current residential address.

Cardholders must present their library card to check out items from the library and must notify the library immediately if their library card is lost or stolen. There is a fee to replace lost or damaged library cards.

In accordance with the Daly City Public Library's Right of Privacy Policy, the library will not disclose library circulation records kept for the purpose of identifying the borrower of library items. We will, however, disclose records of fines imposed at the request of the cardholder, parent or guardian of a minor cardholder, debt collection agency, legal authority or authorized library personnel.

To obtain information about his/her library account from library staff, the cardholder must present his/her library card or acceptable identification. Parents and guardians, if listed in the library account, may request information regarding their child's account in order to pay fines, identify lost items, etc. provided that the child and/or library card is present.

To obtain a card, the following requirements must be met:

### Children under age 14

- There is no age requirement to obtain a library card.
- Both child and parent/guardian must be present when the application is submitted to obtain a library card. The signature of a parent or guardian is required on applications for library cards for children under age 14.
- Parents or guardians of minor children must present acceptable identification and verification of current residential address for the child to receive a library card.
- The parent or guardian is responsible for all materials charged to his/her child's library card.

### Teens age 14 -17

- Teens may present high school photo ID and verification of their current residential address as outlined below to obtain a library card.
- Alternately, a teen may register with a parent/guardian. The parent/guardian must present acceptable identification and verification of their current residential address as outlined below.

- If the parent or guardian has signed the registration form, he/she is responsible for all materials charged to his/her child's library card. If the teen has registered on his/her own, he or she assumes responsibility for all materials charged to their library card.

#### Adults 18 and over

- Adults must present one acceptable identification and verification of their current residential address as outlined below.
- Adult borrowers assume responsibility for all materials charged to their library cards.

#### Acceptable Identification

The Library requires government-issued, school, or employer identification with the applicant's photo on it, such as, but not limited to:

- CA driver's license, OR
- CA Department of Motor Vehicles identification card

#### Address Verification

Verification of current residential address is required for full borrowing privileges. Acceptable address verification must have the full name of the applicant. If current residential address is printed on presented CA driver's license or DMV identification card, no further verification is required. Other acceptable address verification includes:

- Utility bill/telephone bill/bank statement/credit card statement (printed or online)
- First-class mail postmarked within the past 30 days (bulk mail including credit card offers not acceptable)
- Imprinted bank check or deposit slip
- Current rent receipt or rental agreement (dated within last 30 days)
- Medi-Cal card
- Vehicle registration
- Voter registration card
- Pay Stub

A P.O. Box or General Delivery address are not acceptable as address verification, but may be listed as a *mailing address*.

Limited borrowing privileges will be granted to those unable to provide acceptable verification of current residential address.