

Title	Forgotten Library Card
Policy Number	
Date Approved	March 19, 2007
Amended	
Prepared by	Policy Committee, Feb. 2007

PURPOSE: To ensure that a patron's Library Card is not abused or misused.

STATEMENT OF POLICY:

1. A Library Card must be presented to check out materials. The Library staff may also ask for a photo ID in addition to the Library Card.
2. If a patron has "forgotten" to bring their Library Card, they must present a valid form of picture ID and **pay a fee** to obtain their number. The fee will be collected as a donation, and is meant to encourage patrons to remember to bring their card when they visit the library.
3. No one may request the number or any information about another patron.

