

<b>Title</b>	Guest Library Card
<b>Policy Number</b>	
<b>Date Approved</b>	March 19, 2007
<b>Amended</b>	
<b>Prepared by</b>	Policy Committee, Feb. 2007

**PURPOSE:** To ensure that the Guest Library Card Passes are not abused or misused.

**STATEMENT OF POLICY:**

1. The Guest Library Card is for use by Guests to our Library who have a valid driver's license, or photo ID, and do not live in Allegheny County. The identification will be held at the Circulation Desk while the guest pass is borrowed.
2. Anyone using a Guest Library Card may have the privilege revoked at any time if it is believed that they are misusing the privilege.
3. Minors (under 18 years of age) may not borrow these passes. Even if they have valid identification, there is no record of signed parent / guardian approval and Internet Protection paperwork tied to the Library Guest Card.
4. No Library materials may be borrowed against the Library Guest Card. It is meant for access to computers only.

