The Puyallup Public Library is a community resource in which a collection of materials are shared among members. Cards are issued to patrons for the purpose of allowing them to borrow from the collection and use electronic resources. A library card constitutes a contract wherein patrons agree to abide by Library policies and procedures.

With a library card, every person has the right to borrow any circulating item in the library’s collection and is eligible for all services offered at the library. We encourage parents to accompany their child to guide their child’s use of library’s resources.

The Puyallup Library has adopted policies about a patron’s right of intellectual freedom and personal confidentiality (based on RCW42.17.310).

The residents of the City of Puyallup support the Puyallup Public Library through their taxes. Any citizen who owns property or a business in the city limits is eligible for a free library card.

It is the goal of the Library to issue a card to all eligible individuals who wish to check out materials and to use resources. We hope to make that transaction as easy as possible.

Parents of youth under 17 will be notified if their child/teen applies for a library card and will be held responsible for any items checked out by their child/teen.

We provide the following types of cards:

**VERIFIED RESIDENT CARD:** Identification is required for the adult or the parent of a child. This card provides total use of the library, including a checkout of 100 items and a request list of 50 items. Picture ID and current address verification is required. Library cards will expire every two years. Upon renewal, all fines must be paid before the card can be renewed.

The Library requires that youth under 17 have a parental signature and ID verification.
NON-VERIFIED RESIDENT CARD: If a Patron does not have current ID, cannot verify his/her address, or does not provide parental identification, he/she can only check out one item until their address and/or parental responsibility is verified. Library cards will expire after one year. Exceptions can be made by the Librarian in charge, depending on the specific circumstances.

NON-RESIDENT CARD:
Pierce County Library System users: The City of Puyallup has a reciprocal agreement for the public residing in the Pierce County Library System jurisdictional area, which allows the same rights and responsibilities as a resident card. Library cards will expire every two years.

Non Resident cards: Those who wish to borrow materials from the Puyallup Public Library may do so with the payment of a non-resident fee. The Library Board shall set the amount annually at its April meeting. Cards can be purchased for either 6 or 12 months. Seniors 62 and over are eligible for a card at half the price of a non resident card.

TEMPORARY CARD: Temporary visitors (temporary workers, homeless) can be issued a temporary card that will expire in three months. The card can be renewed every three months if the patron still has no permanent address. Only one time can be checked out at a time.

ACTIVE OR RETIRED CITY EMPLOYEES: Library cards are provided without cost, regardless of place of residence. Proof of eligibility is required of applicants.

BUSINESS OWNER: A library card can be issued to any business in the city. The owner must furnish the library with the following information:
1. Name, address, and telephone number of the business
2. Copy of their business license
3. Designate a member or employee of the firm to be responsible for the borrowing and returning of library materials
4. One card per business

PROPERTY OWNER: Anyone owning property in Puyallup is eligible for a resident card.

FOREIGN STUDENTS: The Library will issue the student’s cards provided they are residing with host families who qualify under above rules. If the student is under 18, the host family will have parental responsibility. Students are required to verify their local address.

TEACHERS OR PARAEDUCATORS: Staff providing direct service to students (classroom assistants/paraeducators, teachers, library staff) in schools that are inside the city limits may apply for a free library card. Proof of employment is required of applicants on a yearly basis.

Policy Adopted: March 18, 2008