



# PUYALLUP *Public* LIBRARY

Est. 1913

324 South Meridian, Puyallup, WA 98371 | www.puyalluplibrary.org

TITLE: BORROWER ELIGIBILITY (REPLACES "LIBRARY BORROWER POLICY" ORIGINALLY APPROVED MAY, 2008; "SCHOOL PERSONNEL CARD POLICY" ORIGINALLY APPROVED JULY, 1978)	POLICY NUMBER: 19.1
EFFECTIVE: March, 2018	REVIEW DATE: March, 2021
AUTHORIZED BY: LIBRARY ADVISORY BOARD	

**Purpose:** Defines eligibility for obtaining a Puyallup Public Library (hereafter referred to as PPL) card.

**Scope:** Applies to all who apply for a library card with borrowing privileges.

**Background:** PPL serves the diverse needs of area residents of all ages. PPL is open to the public and as such, anyone may browse or use materials, attend programs, and otherwise use services located in the facility. In addition, with a library card, a person has the right to borrow any circulating item in the library's collection and may also use electronic services offered by the library.

**Definitions:** Reciprocal borrowing agreement: an agreement established between two libraries that allows residents of one library's service area to borrow library materials in person for free from the other library and vice versa. (Borrowing privileges for electronic materials and/or access to online services may be limited depending on vendor contracts and type of library card.)

**POLICY: Eligibility for a Library Card:** The following categories of individuals are eligible to register for PPL library cards free of charge with proof of current address and official identification.

**1. All residents of the City of Puyallup.** ID will be accepted if it is issued by any government agency, school, institution or business and includes a pre-printed name and photo or a pre-printed name and signature. (Note: Youth under 18 must have a parental signature and parental ID verification.)

**2. All current and retired city employees regardless of address who provide proof of current or previous City of Puyallup employment.**

**3. Non-residents of the Library District who pay taxes to support the Library District,** such as individuals who work in or own businesses or property located in Puyallup or employees of the Puyallup school district (proof of employment or property ownership required).

**4. Residents of libraries/library systems with which Puyallup has a reciprocal borrowing agreement, including but not limited to:**

- a. Pierce County Library System
- b. Tacoma Public Library
- c. King County Library System
- d. Timberland Regional Library System
- e. Kitsap Regional Library System
- f. Sno-Isle Library System
- g. Seattle Public Library

**5. Residents of jurisdictions within Washington State that provide equitable tax support for public library service.** Borrowers who do not live in the PPL service area or who do not live in a direct reciprocal borrowing library district listed above must present a library card from their local jurisdiction in addition to government issued ID.

**Non-verified cards** are cards that expire in six months, allow for check-out of three physical items and access to our electronic resources. These cards will be issued in the following situations:

**1. Temporary Residents**, such as those on temporary work assignment, school or military assignment, those living in emergency shelters/temporary housing or those staying long-term in RV parks.

**2. Non-verified Residents**, such as those who do not have current acceptable ID or proof of local address.

**3. Minors without parental signature.** Parents of youth under 18 will be notified by mail if their child/teen applies for a library card. Parents will be invited to grant permission for their child to convert to a verified library card via parental signature and presentation of acceptable ID.

**Nonresidents of the Library Service area** who do not meet the criteria described above may purchase a library card for an annual fee. Those who live in cities and towns that do not support a public library will not have access to PPL services that require a library card without purchasing a card.

Residents who live in the following local cities/towns are not eligible for free library cards: Carbonado, Ruston, Fircrest, Roy (Note: there are likely others outside of Pierce County)

Replaces "Library Borrower Policy" Adopted May 6, 2008; Updated October 20, 2008; September 27, 2008; February 23, 2009; March 16, 2009; Replaces, "School Personnel Card Policy" Adopted July 13, 1978; Revised October 30, 1995; Revised March 15, 2005

**RELATED POLICIES:**

Confidentiality of Library Records (19.2)

Adopted by the Library Advisory Board:

  
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President, Library Advisory Board

Chair,

3-18-19  
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Date