

## Library Card Use Policy

All patrons will be issued an official Barrington Public Library Card after providing verification of Barrington residency. This includes a photo ID with current Barrington address printed on it, or, a photo ID with an old address plus a bill/piece of mail/checkbook showing the current Barrington address. This card should be presented every time a patron wishes to check out materials, but in those cases when a patron does not have their card, the following will apply.

1. Adults without their cards will be required to present their driver's license or another form of photo ID in order to verify that they are indeed the person stated. Adults with **NO FORM OF ID** will not be allowed to check out items unless a staff member on duty can positively verify their identity.
2. Patrons without a card will be limited to 3 items for checkout.
3. Children who do not have their cards will have to verify their phone number, address, and guardian's name before they are allowed to use their card number. Students should be asked for their school ID as an alternate form of identification and reminded that cards are required to check out materials. Children who consistently fail to bring their cards may be denied materials until such time as they bring their card. (Discretion of library staff)
4. No one may use another person's card number without the cardholder's presence, or written consent, or verification by a phone call. This includes husbands and wives as well as children. We always use the card number of the person who is actually taking out the item.
5. Patrons should present their card each time they check out items; a lost card costs \$2.00 to replace. Scanning the library card insures accuracy and speeds up check out for everyone. Looking patrons up, verifying information, and asking for another ID is time consuming and causes delays for other patrons.