

	<b>CITY OF PALM DESERT</b>	
	<i>Subject</i>	<b>Borrower Registration Policy</b>
	<i>Policy No.</i>	<b>LIBR-001</b>
	<i>Date</i>	<b>Issued: June 27, 2024 Amended: N/A</b>
	<i>Approved by</i>	<b>Resolution No. {2024-039}</b>
	<i>Authored by</i>	<b>Library Services</b>

**I. PURPOSE**

A. This policy outlines the guidelines and requirements for obtaining a library card at the Palm Desert Library.

**II. SCOPE/APPLICATION FOR A LIBRARY CARD**

A. Any person of any age may apply for a library card at the Palm Desert Library. A card is issued if the person has acceptable identification. The Palm Desert Library participates in universal borrowing, which, according to the California Library Services Act, means "the extension by a public library of its direct loan privileges to the eligible borrowers of all other public libraries." Out-of-state residents will be eligible for a regular library card. Customers who are otherwise not eligible for a free library card can apply for an Internet Use card that allows them to use the Library's public computers and e-resources.

**III. IDENTIFICATION REQUIRED FOR A LIBRARY CARD**

- A. **Adults (age 18 or older):** Must present a valid Government ID or current school-issued photo ID for a new Library card.
- B. **Juveniles:** To obtain a new Library card, the juvenile's parent or responsible guardian must present a valid Government ID or current school-issued photo ID. Juvenile applicants may present a completed and signed Library application in lieu of a parent being present.
- C. **Acceptable types of valid Government-issued photo ID include:**
  - i. State issued photo ID
  - ii. Consular cards
  - iii. Federal ID including Military or Tribal
  - iv. Passport

**IV. LIBRARY USE CARD**

A. Library cards are non-transferable, and it is the customer's responsibility to monitor the use of his or her own card. Customers can verify their account

information to staff in person, via email, or over the phone to renew their Library card.

**V. REPLACEMENT CARD**

- A. If a library card is reported lost or stolen, or it is damaged, the first replacement will be free. Additional library card replacements will be charged a \$1.00 fee. The account must be in good standing before a replacement can be issued. Fees and account information will remain when a new card number is issued. Valid Government or current school-issued photo identification is required to issue an adult replacement card. Juvenile replacement cards will be issued with a completed Library Card Application or authorizing parent present.