



LIBRARY CARD ELIGIBILITY

PURPOSE

To ensure the Anchorage Public Library provides the highest level of access to library resources and responsibly manages library collections.

DEFINITION

This policy defines the requirements for a library card that enables users to check out materials from Anchorage Public Library (APL) and Alaska Library Consortium (ALC) member libraries. The APL card also allows access to APL online resources provided by the library through special license or contract.

POLICY

Card Types

1. VERIFIED CARDS – 3 YEAR EXPIRATION- Eligibility for full library privileges
 - a. Residents of and/or owners of property within the municipal boundaries, and their dependents.
 - b. Youth under the age of 18, providing parents or legal guardians accept responsibility for activity on their child's account. Legally emancipated minors must provide a copy of their emancipation decree and will be provided with an adult card.
 - c. An organization or business residing within the municipal boundaries. The organization will be financially responsible for all materials checked out.
2. UNVERIFIED CARDS – 3 YEAR EXPIRATION - Eligibility for limited library privileges, including limited access to electronic resources – 3 item limit
 - a. Adults and youth without a permanent residence may be issued a limited card.
 - b. Youth without accepted parental responsibility of use.
 - c. Alaska residents who hold borrowing privileges with their home library (ALC nonmembers), including school, academic, public or special library within Alaska.
 - d. Any MOA employee.
 - e. University of Alaska employees.
3. NON-RESIDENT – 1 YEAR EXPIRATION – Eligibility for full library privilege
 - a. Adults and youth that do not live in the state of Alaska but will be here for longer than three months.
 - b. Assembly determines cost on non-resident library card.
4. VISITOR CARDS – 3 MONTH EXPIRATION - Eligibility for limited library privileges, including limited access to electronic resources – 3 item limit
 - a. Adults and youth that are visiting Anchorage and will only be here for a short period of time.
5. CORPORATE CARDS – 1 YEAR EXPIRATION – Eligibility for full library privileges.
 - a. Businesses, associations, institutions or non-profit group that is within the boundaries of the MOA.
 - b. Applied for annually and approved by a Patron Services Supervisor or the Patron Services Coordinator.

Benefits

1. Borrow materials from any APL Library, including items transferred from ALC
2. Access to computers and, depending on card type issued, use of laptops and electronic resources.

Registration Requirements

1. VERIFIED CARD (Full library access)
 - a. Picture identification and proof of address within the municipality for adults and legally emancipated minors' library cards. Proof of address can be a recent piece of mail, current bill, or electronic statements/bill.
 - b. For minors' library cards, signature of parent or legal guardian who meets eligibility requirements and assumes financial responsibility.
2. UNVERIFIED CARD (Limited library access)
 - a. Adult customer has to provide an address, birthdate and one piece of documentation verifying identity.
 - b. Youth must know their address, birthdate, phone number, parent or legal guardian's name
3. NON-RESIDENT (Full library access)
 - a. Picture identification and proof of address for adults and legally emancipated minors' library cards. Proof of address can be a recent piece of mail, current bill, or electronic statements/bill.
 - b. Signature of parent or legal guardian who meets eligibility requirements and assumes financial responsibility for items is required for minors' library cards.
4. VISITOR CARD (Limited library access)
 - a. Adult customer has to provide an address, birthdate and one piece of documentation verifying identity.
 - b. Youth must know their address, birthdate, phone number, parent or legal guardian's name
5. CORPORATE CARD
 - a. Must apply with a Letter of Authorization, written on a letterhead, from the director.
 - i. Letter acknowledges that the organization is responsible for any fines and fees on the account.
 - ii. Includes the names of the persons who will be allowed to use the card.
 - b. The letterhead will provide proof of address of the organization.

Responsibility

1. Library cardholders are responsible for:
 - a. Returning materials on time and in good condition.
 - b. Paying any fees on materials lost or damaged.
 - c. Alerting the Library if the card is being used by an unauthorized person, is lost or stolen.
2. APL is responsible for
 - a. Maintaining library user's privacy, as outlined in the Confidentiality Policy.

Recommended for approval: Mary Jo Torgeson, Library Director

Approved by: Library Advisory Board, August 21, 2019

Reviewed and Approved by: Library Advisory Board, December 18, 2019