

**City of Pacific Grove, California
City Council Policy**

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Library Card Applications	200-6(A)	December 2, 1992	1 of 2

GENERAL: Before checking out any library materials, the Library must have on file information about where the materials are located.

OPERATION: The Pacific Grove Public Library is a facility of the City, operated under the direction of the City Manager and his designated representative, the Library Director.

PURPOSE: The Library is responsible for the materials owned by the City and kept at the Library. These materials are public property and must be accounted for. Therefore the following rules are established to provide the Library with the information needed to circulate these materials to citizens.

RULES AND REGULATIONS:

1. Applications for library cards must be completed in ink by the applicant.
2. Verification of residence address is required, for example a valid California Driver's license, a utility bill, a rent receipt or lease agreement, a piece of mail or voter registration card.
3. Cards issued to minors under 14 years of age or below 9th grade must be signed by a parent or guardian.
4. Non-residents from outside Monterey, Santa Cruz and San Benito Counties may apply for a temporary card which is retained at the Library, to be used for a term of less than one month, for a charge as established in the current City Resolution on fees. In these cases, the local address as well as the permanent address is required.
5. It is the responsibility of the borrower to present a valid library card (or apply for one) in order to check out library materials.
6. Library cards will be issued upon completion of the application and verification of residency. The library card may be used immediately. Library cards are not mailed nor are they retained by the Library, with the exception of cards for shut-in patrons. Cards left in the Library or in library materials will be held to be picked up by the patron.
7. It is the responsibility of the patron to notify the Library of changes of address in person with verification of current address. Telephone numbers may be changed in person or by phone.
8. Library cards are issued for a period of three years.

9. Borrowing privileges may be lost by repeated misuse of materials or failure to observe library rules, and may be applied to a particular type of materials (i.e., videos, books, etc.) or to borrowing any materials. Fines in excess of the maximum fine established by the City's current Fees Resolution must be paid before any additional materials may be checked out.

Approved by Pacific Grove Library Board, July 14, 1992

Adopted by City Council Resolution #6315, Council Policy No.200-6(A)

Approved by Pacific Grove Library Board, April 11, 1995

Adopted by City Council Resolution #6-003, February 7, 1996