

# LIBRARY CARDHOLDER POLICY

Customers must use their own library card to check out materials.

## **EXCEPTIONS:**

**Parents:** Parents or legal guardians may check out items on their children's cards without the children being present

**Cardholders who have forgotten their cards:** A customer who has a current library card but forgets to bring it may check out items once if he/she verifies his/her identity. The customer must present his/her library card the next time he/she checks out materials. Patrons do have the option of declaring their card lost and paying for a replacement card.

**Cardholders who send someone else to pick up items on hold:** Cardholders may send their library card with someone else for the purpose of checking out library materials that are on hold for the absent cardholder only.