

AL 200 Account Eligibility

AL 200.2 Issuing Cards During Group Visits

Adopted: 7/85, Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00, 10/04; 06/16

Procedures

When schools or institutions (not participating in ONEcard) visit the library to apply for a library card, use the following procedures:

a) Schools

- i) Prior to the library visit, school personnel may obtain library card applications for their students; have the forms completed by the students' parents or school personnel; and verify the names and addresses on the forms.
- ii) Issue new cards to those students who do not already have a Metropolitan Library System account and provide them with information regarding fines and/or delinquencies.
- iii) For any students who already have library cards with outstanding fines and/or delinquencies, provide a printout of their transaction record to take home to the parent or guardian.

b) Correctional and Custodial Institutions

- i) Juvenile applications, institution as guardian: Institutional staff signing student cards as guardian are held accountable for materials borrowed on these cards. Accept institutional identification as verification. Use institution's address as permanent address.
- ii) Juvenile applications, parent as guardian: Process as per Group Visits - Schools. Requires parent's signature on application. Use home address as permanent address with institution's address as "Secondary address."
- iii) Adult applications: Process using standard policy and procedure. The institution's address may be used as the "Secondary address."