**AL 200 Library Accounts**

**AL 200.1 Issuing Accounts**

***Revised: 6/2016; 01/2018***

1. Staff will determine for which account type the applicant is eligible and issue that account using formatting best practices.
	1. Parents or guardians may submit student applications through a school or correctional institution.
2. School accounts will expire 1 year (365 days) from the date eligibility is established or renewed.