



**LIBRARY CARD ELIGIBILITY**

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|--|---|
| Effective Date:<br>2/14/2025                           | Approval Date<br>2/12/2025              |
| Supersedes P&P:<br>Library Card Eligibility            | Previous version dated:<br>(12/18/2019) |
| Final approval by:<br><br>(LIBRARY DIRECTOR SIGNATURE) |   |

**1. PURPOSE**

This policy outlines the requirements for obtaining a library card that allows users to borrow materials from both Anchorage Public Library (APL) and Alaska Library Consortium (ALC) member libraries. An APL Card also grants access to APL’s online resources, which are provided through special licenses or contracts.

**2. POLICY**

A. APL Card Types Available

Summary of Card Types Available from Anchorage Public Library, all cards are free to use.

| Card Type         | Expiration | Digital Access | Total Borrows |
|-------------------|------------|----------------|---------------|
| Verified Card     | 3 Years    | Full           | 50            |
| Unverified Card   | 1 Year     | Limited        | 3             |
| Organization Card | 1 Year     | Full           | 50            |

B. Benefits

- Cardholders may borrow materials from any APL Library, including items transferred from Alaska Library Consortium.
- Cardholders have access to APL computers and, depending on card type issued, use of electronic resources.

C. Responsibility

- Library cardholders are responsible for:
  - Returning materials on time and in good condition.
  - Paying any fees on lost or damaged materials.
  - Alerting the Library if their Library Card is lost, stolen, or being used by an unauthorized person.
- Anchorage Public Library is responsible for maintaining library users’ privacy, as outlined in the Confidentiality Policy.

**3. DEPARTMENTS/DIVISIONS AFFECTED**

Anchorage Public Library

## 4. REFERENCES

MOA P&P 01-01

American Library Association Library Bill of Rights

Alaska Library Consortium Bylaws

## 5. DEFINITIONS

### Verified Card

- Meant for
  - Residents of and/or owners of property within the municipal boundaries and their dependents.
  - Youth under the age of 18, providing parent or legal guardians accept financial responsibility for any fees on their child's account.
  - Any employee of the Municipality of Anchorage regardless of residence as long as they do not have a card from any of the Alaska Library Consortium partners.
  - Legally emancipated minors, so long as they show a copy of their Emancipation Decree to staff at the time of card sign up. they will be provided an adult card.
- **Registration Requirements** - One Item from [List A](#); or One Item from [List B](#) and One Item from [List C](#) below.

### Unverified Card

- Meant for
  - Adults and youth that cannot provide proof of address at the time of card sign up.
  - Youth who sign up without a guardian present to assume responsibility of the card.
  - All members of the University of Alaska system, if they do not have a card from any of the Alaska Library Consortium partners.
- **Registration Requirements** - One Item from either [List B](#) or [List C](#) below.

### Organization Card

- Meant for
  - Businesses, associations, institutions, or non-profit groups within the municipal boundaries.
  - Applied for annually and approved by the Patron Services Coordinator or the Patron Services Circulation Supervisor.
- **Registration Requirement** - Requests must be submitted on the organization's letterhead and it must include the following, acknowledgement that the organization is responsible for any fees or fines and a list of persons allowed to use the card.

### Identification and Address Requirements

- Patrons can show either physical or digital copies for most items on List C.
- All bills or statements in List C must be from within the last 30 days.

| List A   | List B  | List C  |
|--|---|---|
| Establishes Identity and Address                             | Establishes Identity  | Establishes Address                           |
| Real ID Issued within 3-Months                               | Non-Real ID Driver's License  | Mail attached to the address.                 |
| ASD Student Card, only for the child and the listed Guardian | State ID Card   | Utility bill attached to the address.         |
|  | Out-of-state Driver's License   | Current lease agreement or mortgage statement |
|  | Passport, or passport card, issued by the United States or other government           | Banking statement                             |
|  | Military ID   | Paycheck statement                            |
|  | Native American Tribal ID   | Property Tax Receipt                          |
|  | Photo ID (identification containing photo of applicant and their first and last name) | Voter Registration Card                       |
|  | Other government issued photo ID  |   |

## 6. RESPONSIBILITIES

- A. The Patron Services Coordinator is the primary contact regarding this document and any necessary edits.
- B. The Patron Services Supervisor is responsible for the implementation of this document at the Loussac Library.
- C. All Branch Managers are responsible for the implementation of this document at all branch libraries.
- D. All library staff are responsible for understanding this document and carrying it out while working with patrons.

## 7. ANNUAL REVIEW DATE/LEAD REVIEW RESPONSIBILITY

This policy will be reviewed every 3 years, or as necessary, by the Patron Services Coordinator.

List reviews and/or edits for the previous 10 years.

| Review Date | Review Agency           | Review/Edit |
|-------------|-------------------------|-------------|
| 6/14/2024   | Library Leadership Team | Edited      |
| 9/21/2019   | Library Advisory Board  | Reviewed    |

**Approved by: MOA LEGAL REP Jessica Willoughby, 2/12/2025**

**Approved by: Acting Director, Elizabeth Nicolai, 2/13/2025**