

## **The Dr. Grace O. Doane Alden Public Library Registration Policy**

Anyone may register as a borrower of the Dr. Grace O. Doane Alden Public Library.

Husbands and wives may share a library card.

Patron must fill out an application card.

Application card must be filled out by the patron as completely as possible and shall include the following information:

Name

Date of Birth

Mailing address

Street address

Phone number

Email address

Driver's License/state issued ID number

For children under 14 - parent's/guardian's signature is necessary.

Applicant must have a form of verification for the name and address (driver's license, current bill, insurance card, etc.), or must furnish the library with an acceptable reference that can be called to verify the name and address on the registration card.

Verification of name and address has to take place before borrower's card can be issued.

New borrowers without address verification may be limited to only two items to be checked out until mailing address is verified and their library card will be held at the circulation desk.

Any patron with a Beacon Library Card can check out items at the Library with their current Beacon Library Card.

In accordance with the Iowa Open Access Policy, any patron holding a current legitimate card from any library in Iowa may be issued a free Dr. Grace O. Doane Alden Public Library borrower's card.

The new borrower is informed of borrowing, renewals, fines and book drop use and policies.

Children who want to register but have no identification will be asked to bring a parent or guardian to the library to fill out the card. This parent or guardian will be required to verify the information on the registration card of the child and provide proof of address. The parent/guardian must sign the card.

No fee is charged for a borrower's card.

**Approved by the Dr. Grace O. Doane Alden Public board of Trustees**

**1997**

**2001**

**2006**

**2009**

**2012**

**February 2016**

**April 2022**