

## PASO ROBLES CITY LIBRARY: ACCESS TO LIBRARY MATERIALS

### POLICY:

The Paso Robles City Library strives to provide equitable access to the Library's wide range of services and collections. In order to facilitate access, the Library Board of Trustees has established the following guidelines.

### GUIDELINES:

#### I. LIBRARY CARDS

##### A. Cards for adults 18 and over

1. To get a library card, adults must present current identification and proof of address.
2. Adults unable to provide proof of address may receive a limited access card. To receive full checkout privileges, proof of address must be presented.

##### B. Cards for Teens ages 13 through 17

1. Teens 13 through 17 years of age may apply for a limited access Teen Card by presenting current identification.
2. To receive full check out privileges, teens must be accompanied by a parent or legal guardian presenting current identification and proof of address

##### C. Cards for Children under 13 years of age

1. Children under 13 years of age applying for a library card must be accompanied by a parent or legal guardian.
2. The parent or legal guardian must present current identification and proof of address

##### D. Internet Only Cards

1. Internet Only cards provide users over the age of 13 with access to the library's public Internet computers only
2. Internet Only cards do not allow for the checkout of materials
3. Identification and proof of address are not required for this card type

#### II. ACCESS

- a. Teen and children's library card privileges are the same as adults', which includes authorization to access library materials.
- b. Use of the Internet is addressed in a different policy.

### APPEAL PROCESS:

First appeals regarding these guidelines may be made to the City Librarian. Further appeals may be made to the Director of the Community Services Department and subsequently to the City Manager. Appeals beyond the City Manager may be made to the Library Board of Trustees and subsequently to the City Council.

**Adopted by the Library Board of Trustees December 23, 1999**

**Amended by the Library Board of Trustees on July 13, 2017**

**Amended by the Library Board of Trustees on July 12, 2017**

**Amended by the Library Board of Trustees on December 9, 2021**