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## Library Cards- "Card in Hand" requirement and exceptions

To conduct circulation transactions or to receive information about a cardholder's circulation records, patrons at the library must present a valid library card; if doing business by phone, they must provide the bar code number.

Discretionary exceptions to this policy may be made for the occasional forgotten library card, provided that the patron offers acceptable identification from the following list: driver's license or state ID card, school ID card, imprinted check, passport, voter's registration, canceled mail, credit card or if a library employee can vouch for the person's identity.

Adopted: September 2012; Reviewed: October 2015, August 2018, September 2021; Scheduled for Review: August 2024