



SPOKANE PUBLIC LIBRARY

DOCUMENT #50.1

EFFECTIVE DATE: December 19, 2001 (Revised January 22, 2013)

SUBJECT: POLICY ON LIBRARY CARDS

1. POLICY

- 1.1 Spokane Public Library requires customers to obtain library cards to check out materials or use internet stations. At registration, library card applicants are required to provide picture ID and proof of residency or property ownership within the municipal boundaries of, or employment with, the City of Spokane. Eligibility for services will be determined through the use of address verification documents and other documentation as set by administrative policy.
- 1.2 Customers living within the municipal boundaries of the City of Spokane will be issued a resident card. Customers living within the service area of a library system with which the Spokane Public Library has a reciprocal agreement will receive a limited non-resident card. Customers who live outside the municipal boundaries of the City of Spokane may purchase a non-resident card.
- 1.3 Businesses and non-profit agencies located within the municipal boundaries of the City of Spokane may obtain Spokane Public Library cards (up to 5) for their facilities. A City of Spokane Business license is required for businesses. A State of Washington license is required for non-profit agencies.
- 1.4 Teachers and school librarians in Spokane Public Schools or in any school located in the City of Spokane may obtain a resident card. Volunteers who do not qualify for a resident or reciprocal card but who give a one-year commitment and a minimum of 5 hours per month may obtain a free non-resident card.