



PRESCOTT PUBLIC LIBRARY
215 E Goodwin St.
Prescott, AZ 86303



Library Account Policy

Prescott Public Library (PPL) supports access to library materials in cooperation with other libraries in the Yavapai Library Network (YLN).

PPL protects patron privacy. Personal information is not disclosed unless required by law.

A free Prescott Public Library card is available to all Yavapai County residents with a photo ID and proof of residency. For any child under the age of 16, the child and parent/guardian must be present to obtain or replace a card. An In-Library Use Only card or Temporary card is available for those who do not meet the requirements for a resident card.

Resident Card

- Applicant must be a Yavapai County resident or property owner.
- Applicant must show photo ID which includes an ID number and proof of address.
 - Acceptable photo ID could be:
 - Driver's license from any state
 - Military ID
 - Passport
 - Matriculate Consular card
 - Acceptable proof of address could be:
 - Mail received (postmarked within the past 30 days)
 - Current rent receipt
 - Current utility bill
 - Similar item showing applicant's name and address
 - Name on Assessor records for Yavapai County for the address given
 - PO Boxes in Yavapai County are acceptable proof of residency.
- A child of any age (birth through age 18) can be issued a library card..
 - Applicants under 16 must be accompanied by an adult.
 - Applicants aged 16-18 must either have acceptable photo ID, or be accompanied by an adult.
 - The parent or eligible adult on a child's account is financially responsible for any and all items checked out on their cards.
- Should a library card be stolen or lost, call the library to report it immediately at 928.777.1500. Replacement for a lost library card is \$2.00.
- Resident card is valid as long as it is used at least once a year.

LOAN PERIODS:

- Most Prescott Public Library materials: 21 days



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- OverDrive and Libby eBooks and downloadable audiobooks: 7, 14 or 21 days (based on your account settings)
- **Items borrowed from other libraries may have different loan periods**
- 50-item hold and checkout limit for items from any Yavapai Library Network library.

OVERDUE FINES:

- Inter-Library Loan items, Library of Things, and video games: \$1 per day
- Prescott Public Library uses a collection agency to recover library materials.

Apply For A Card Online

Temporary Library Card

- Applicants who live in Yavapai County but do not yet have proof of address may apply for a Temporary Library Card.
- Applicants living in the United States who are staying in Yavapai County for a short time and do not have a Yavapai County address may apply for a Temporary Library Card.
- Applicants must apply in person. A photo ID with a U.S. address is required.
- Applicants are allowed to have more than one Temporary Library Card from different libraries within a YLN library type (public, school, academic).
- Temporary Library Cards are valid for 3 months. Renewals must be done in person.
- To change a library card from temporary to resident, the patron must show proof of address or property ownership in Yavapai County.

LOAN PERIODS:

- **2-item hold and checkout limit of Prescott Public Library items, which may include one PPL Library of Things (LOT) item.**
- **Cannot request ILLs nor place holds on other YLN libraries' items.**

OVERDUE FINES:

- Inter-Library Loan items, Library of Things, and video games: \$1 per day
- The Prescott Public library uses a collection agency to recover library materials.

In-Library Use Card:

- Applicants who do not meet requirements for Resident or Temporary Cards or wish only to use limited services may apply for an In-Library Use Card that grants access to use computers or study rooms in the library.
- Applicants must provide first and last name, and birth date
- Applicants must provide a photo ID or two forms of identification with matching name.
- No databases will be accessible
- In-Library Use Cards are valid for 1 year. Renewals must be done in person.



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LOAN PERIODS AND LIMITS:

- May sign up to use study rooms or computers in the library
- May check out in-house use items only, including:
 - Bike locks
 - Charging cables
 - Equipment for use in meeting/study rooms

Disclaimer: This policy does not constitute a contract and is subject to change at any time at the discretion of the Library Director or designee. Additionally, Library accounts may be suspended or revoked for misuse, failure to comply with library policies, or conduct that violates the Library Standards of Behavior.