



## **Group Library Card Registration**

Policy Number: LS 105

Effective: August 2018

### Purpose

Library staff work with schools, recreation centers, daycare centers, group homes, senior centers and other organizations to coordinate and facilitate issuing library cards to large group

### Policy

Library Card Sign Up campaigns are coordinated by Library Branch/Department staff in cooperation with the Hillsborough County School System or other similar institutions with the assistance of public service staff. At any time, library staff may work with representatives of schools, community organizations, etc to facilitate issuing individual library cards to group members. Any customer may request library card applications for members of their school, organization or group.

### Procedure

When group representatives are given library card application forms, library staff provide them with information about registration requirements to facilitate completion of applications by their group members. The group representative is responsible for ensuring name and address verification. Library staff coordinate the registration process with group representatives to ensure that proper name and address verification and parental signature, if necessary, are provided as specified in LS 103.3A and LS 103.3B before library cards are activated.