



## Rancho Cucamonga Public Library

### Registration of Borrowers Policy

Adopted by Library Board of Trustees: 06/07/18

**PURPOSE:** The purpose of this policy is to ensure that adequate records are kept of material that is borrowed from the Library; to generate use statistics; and to ensure fair and equal access to the Library's collections. The Library will determine who is eligible to borrow materials and will provide for the return or replacement of such materials.

#### APPLICATION FOR A LIBRARY CARD

Rancho Cucamonga Public Library participates in universal borrowing under the California Library Services Act. California residents showing appropriate identification are issued a library card free of charge.

#### IDENTIFICATION REQUIRED FOR A LIBRARY CARD

**Adults** will present valid photo identification and proof of current address.

**Juveniles** (under the age of 14)—Parents/guardians must present photo identification and proof of current address at the time of registration.

### ACCEPTABLE FORMS OF IDENTIFICATION

#### PHOTO IDENTIFICATION

- California Driver's License
- Government issued photo ID
- Passport
- School-issued photo ID
- Employee ID card
- Credit card with photo

#### PROOF OF ADDRESS

- California Driver's License
- Government issued photo ID
- Utility bill dated within the last 30 days
- Personal mail (with cancelled postmark)
- Current rental agreement

*May be presented in paper or digital format*