

## WESTCHESTER PUBLIC LIBRARY

### LIBRARY CARD PHOTO POLICY

(Adopted 4/10/2014)

The Westchester Public Library ("Library") has determined that it is in the best interests of the Library staff and Library patrons to begin utilizing the capability of the Library's circulation computers to record a photo of each patron as new library cards are issued to new and renewing Library patrons. The photos will be displayed for the Library staff when the Library patron's card is presented to check out materials. The photos will provide several advantages including:

1. Positive identification will prevent the use of lost or stolen library cards which could be used to create liabilities for overdue or missing materials.
2. Positive identification will help the Library staff to identify and serve the needs of Library patrons who have forgotten to bring their library cards but need to check out materials.
3. Positive identification will enable Library staff members to quickly locate Library patrons in case of an emergency such as utilizing a child's photo to move quickly to find children in the library who become separated from the adult who brought them to the Library.

Photographs taken during the registration process are confidential Library records which will only be used to verify the identity of Library patrons checking out materials and for no other purpose.

The Library staff may waive the requirement for a photograph as a part of the registration process for Library patrons who submit a written request stating their reasons for requesting a waiver. If the patron who receives a waiver wishes to checkout material without the library card, or renew a card, then the Library staff may need to request other forms of positive identification in order to verify the patron's identity before checking out materials. Additional identification required might include a driver's license, automobile registration, property tax statement, fishing license, voter's registration card, or a piece of delivered mail.