

The Sycamore Public Library believes that every person who uses the library has the right to look for information without fear of what others may think or say about their inquiries. The library also believes that the personal information we have regarding each patron must be held confidential by the library staff.

We recognize that some families, spouses, and roommates are willing to share their private and confidential information with each other.

In order to ensure that the library upholds the highest standards of privacy and confidentiality, we have revised our library cards and now offer three types of cards to residents and non-residents.

We now offer a Family Card, A Personal Card and a Child's Card

It's **YOUR CHOICE!**

Family Card: All members of the same household who show that they live at the same address with approved identification. Any family member listed on the account may be given information regarding this account by a library staff member.

Benefits of a family Card

- Only one library card number
- All of your holds, loans, and fines will be on one card.
- Easy to manage
- Faster checkout time
- Your family's confidentiality will be maintained by library staff

Personal card: One person sixteen years of age or older. Only the person listed on the account may be given information regarding the account by library staff.

Benefits of a Personal Card

- You have complete privacy and confidentiality.
- You have an individual account number.
- You are responsible for only you.
- You are the only one who can pick up your holds.

Child's Card: A parent may choose to allow a child five years of age or older to have his/her own library card. The parent or legal guardian must sign the application until the child reaches the age of 16 and may withdraw a child's card at any time. Only the child listed on the library card may be given information regarding the account by library staff.

Benefits to a Child's Card

- Child has an individual library card number
- Child receives complete privacy and confidentiality
- Teaches responsibility
- Maximum checkout of 20 items
- The child is the only one who can pick up his/her holds.