

**PASCO COUNTY LIBRARY SYSTEM  
POLICY MANUAL**

**SECTION:** PUBLIC SERVICES

**POLICY TITLE:** PATRON REGISTRATION

**EFFECTIVE DATE:** DECEMBER 1993

**REVISED:** JANUARY 2004  
APRIL 2005  
JULY 2008

**Acceptance Statement:**

The Pasco County Library System considers registration for a borrower card to constitute acceptance of this policy

**Philosophy:**

The Pasco County Library System provides service to all without discrimination, regardless of age, sex, race, philosophy, lifestyle or human condition. The Pasco County Library System provides free library cards to residents of the county, employees of the Board of County Commissioners, and persons who pay a property tax or license a business in Pasco County but reside outside of Pasco County.

**Proof of Permanent Address or Residency:**

When applying for a library card, proof of permanent address in Pasco County is required. If no proof of permanent address in Pasco County is presented, an unverified registration, which limits the user to borrowing two items, can be issued.

Acceptable forms of proof of permanent address include:

- Unexpired Florida Driver's License
- Florida Voter Registration
- Pasco County Property Tax Receipt
- Personal checkbook with street address printed on check
- Utility or Telephone Bill in your name
- Florida ID card
- Cancelled mail in your name showing current address

Pasco County Employee ID  
Pasco School ID

Young Adults (11-15) must provide the same proof of permanent address as adult patrons provide. Young Adults do not require a parent or guardian's signature, although information identifying the parent or guardian must be supplied for the registration record.

Children from 0-15 years of age must provide proof of parent or guardian's permanent address, if the child does not have his/her own proof. Parents or guardians are responsible for fines or fees accumulated by the cardholder.

An Institutional Card may be issued to private or public institutions such as residential health care facilities within the county. An Institutional Card Registration Form can be obtained at any Pasco County Library System location and when completed will be submitted to the Pasco County Library System Administrative Office for approval and card issuance.

A reciprocal borrower registration is available for patrons of participating library systems. For additional information see the Library's [Reciprocal Borrowing Policy](#).

Out-of-county residents who are not eligible for reciprocal borrowing or a free card may obtain a Pasco County Library Cooperative patron card for a fee of \$25.00.

All information supplied in the registration process is strictly confidential, and the Pasco County Library System is prohibited by [Florida Statute 257.261](#) from revealing patron-related information. For specific information see the Library's [Confidentiality Policy](#).