**Provisional Cards**

*In order to create a welcoming environment that promotes access to library card applicants without all of the requirements for a library card, the library offers provisional cards.*

*New adult (14+) card applicants who have not confirmed their address are permitted a* ***one-time*** *checkout of up to two items while we mail a postcard to their home. Borrowing restrictions are removed once the patron returns with the postcard (or other proof of address)*

*Juvenile card applicants who have not confirmed their address and/or who do not have a parent or guardian present will get a provisional card with a postcard mailed to their parent or guardian. The library recognizes that it may not be possible for the parent or guardian to visit the library, so juvenile provisional cardholders are permitted to check out four items at a time on an ongoing basis. Juvenile provisional cards expire every six months – if they are renewed, another postcard will be mailed to their parent or guardian. Borrowing restrictions are removed once the parent or guardian returns to the library with the postcard (or proof of address) and their government issued photo ID.*

Adult Provisional Cards:

* A total of two items may be borrowed the day of the application. Additional borrowing will be blocked until the patron returns with the postcard or another form of proof of address.
* Launchpads and Learning Tools are not allowed.
* Statistical class will be set to Provisional.
* Adult provisional cards will not have access to Adventure Passes, Bridges/Libby, or Kanopy.

Juvenile Provisional Cards:

* A maximum of four items can be borrowed at a time. Cards can be used to borrow a maximum of four items at a time on an ongoing basis until they expire.
* Cards expire every six months. When cards are renewed, another postcard will be mailed to the parent guardian.
* The statistical class will be chosen in the same manner as a standard card.
* Cards will have access to Bridges/Libby and Kanopy based on the statistical class.
* Same as standard juvenile cards, provisional juvenile cards will not have access to Launchpads/Learning Tools or Adventure Passes.

**Procedure:**

1. Have the patron fill out the appropriate application form (Juvenile or Adult).
2. Create the card and select “Provisional Juvenile” or “Provisional Adult” in the “Patron Status” field.
3. Change the statistical class to “Provisional” for adult cards and use the statistical class that matches the address for juvenile cards.
4. Put Provisional Juvenile or Provisional Adult (only for those 14-17) in the Driver’s License field if government issued photo ID is not provided.
5. Check the “Provisional” blank on the completed application form.
6. Give the patron their card.
	1. Adults may select two items **today** but will not be able to check out again until they bring back information to complete their registration.
	2. Juveniles may select up to four items today and may have up to four items at one time going forward. Juveniles will need to return the original items before checking out additional items so that no more than four items are checked out at one time.
7. Fill out a postcard with the patron’s current address and check the appropriate box. If sending a postcard for a Provisional Juvenile account, please address the postcard “To the parent or guardian of \_\_\_\_\_\_ (use juvenile patron’s name).”
8. Date the application form with the note “postcard mailed” written by the “Provisional” blank.
9. Place the card application in the “Completed Registrations” tray.
10. Place the postcard in the box labeled “Mail” under Dreama’s inbox.

**When the patron returns with the required information and/or their parent or guardian to complete their registration:**

1. Change the patron status to “Juvenile” or “Adult.”
2. Update the statistical class on adult cards.
3. Update the Driver’s License field with the type of ID shown
4. Delete blocking notes.
5. Fill out an “Item/Patron Needs Review” form.
	1. If given postcard, staple postcard to form.

The provisional adult application will remain valid for one year. If an adult card has not been fully established and has no outstanding items after one year, the card will be deleted. Juvenile provisional cards will remain valid for six months. After six months, if the juvenile patron wishes to use the card, staff will re-send a postcard the patron’s parent or guardian and renew the card. If any card has outstanding items after one year, the card will not be deleted.