

# ELIZABETH PUBLIC LIBRARY

## Patron Record Photo Policy

### **Public Facing Policy**

Elizabeth Public Library (EPL) will now add Patron Photos as a secondary identification feature to all EPL cardholder records. EPL Policy states that EPL cards may not be used by anyone other than the cardholder unless expressly authorized by the cardholder. This new feature will help EPL staff to verify cardholders in the event that cards are missing, stolen, and/or used without the rightful cardholder's permission. In addition, this will allow for greater patron flexibility as identity can be proven at the point of check-out should the patron be unable to furnish his or her library card. All patrons ages 13 and up can consent to their own Patron Photo being taken.

### *Patron Privacy*

All Elizabeth Public Library patrons consent to the use of the photo taken during EPL card registration or renewal for the sole purpose of identification in our patron record database. All EPL patrons have the right to opt out of this new card identification feature when prompted by Library staff at time of card registration or renewal. Patrons may, at any time, request the removal of their Patron Photo from their EPL cardholder record. Patron Photos will never be used for any other purpose than the one(s) stated here. All personally-identifiable information collected by Elizabeth Public Library and stored in our ILS is protected by the New Jersey Library Confidentiality Statute, [N.J.S.A. 18A:73-43:2](#).

### *Loaning Policy*

Patrons are now able to check out items without their EPL card, once their identity is verified by the photo within their cardholder record. This is a privilege extended to all cardholders and may be revoked at any time, such as when the identity of the patron, for whatever reason, cannot be verified by their Patron Photo alone. In this case, supplemental ID or a physical copy of the EPL card must be furnished in order to complete the transaction. Please note that this privilege is only extended to patrons using the Elizabeth Public Library and its branches. When visiting a library in the Libraries of Middlesex Automated Consortium (LMxAC), or covered under the *Mutual Reciprocity Among Libraries* (MURAL) Agreement or any other Library with which EPL has an open borrowing agreement, EPL cardholders are subject to all policies and procedures of that specific library. Please be aware that cardholders will need to provide their EPL cards in order to borrow materials in other libraries.

### *Internet Policy*

Patrons looking to use a public computer at Elizabeth Public Library who do not have their EPL card handy may request their EPL card number and PIN at the Information Desk and have their identity verified using their Patron Photo. If, for any reason, the identity of the patron cannot be verified by their Patron Photo alone, supplemental ID or a physical copy of the EPL card must be furnished in order to use a public computer. Please note that to use a public computer at another library in MURAL or LMxAC, cardholders may have to provide their EPL card.