

**PURPOSE:** To encourage use of library resources by authorizing limited use cards for students who are part of a class visit.

**POLICY:** A teacher who schedules a class visit to the library may facilitate a student's effort to acquire a Limited Use card. The teacher must pick up, distribute, collect, review for completion, and return applications to the library no later than two weeks prior to a class visit. Exceptions can be made at the youth librarians' discretion. A student with a Limited Use card will be entitled to check out one book, use library computers and will have access to e-resources. No audio-visual materials will be checked out on a Limited Use card. Limited use status can be converted to regular use status when the parent or legal guardian assumes responsibility by providing valid identification and signing the back of student's library card in the presence of staff.

(See Policy 200.03.1)