

Princeton Public Library

Policy: Checkout Without Physical Library Card

The Princeton Public Library allows patrons to check out materials without presenting a physical library card under specific conditions.

Patrons may borrow materials if they already have an active, unexpired library account in the system and all account information is current. Prior to checkout, staff must verify the patron's identity to ensure the security of the account.

Acceptable verification includes confirming the last four digits of the phone number associated with the account or another piece of identifying information on file that is not publicly available and can be reasonably shared in a public setting (e.g., email address on file, or similar). Staff should not request or accept highly sensitive information or confidential data.

If account information is outdated or identity cannot be adequately verified, the patron will be required to present a valid library card or driver's license and update their account information before borrowing materials.

This policy is intended to balance patron convenience with the protection of personal information and account security.

Standing policies about account blocks due to behavior, fines, fees, and lost items apply.

Passed by the Library Board 5/4/26