 <p>Grossmont Healthcare District's Health & Wellness Library An East County community resource</p>	Policy No: LIB-15	Page 1 of 2
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Library cards may be issued to the following eligible patrons:

- Residents of the Grossmont Healthcare District (GHD) (according to District Map <https://www.grossmonthhealthcare.org/board/district-map/> or voter registration website)
- Employees working in the Grossmont Healthcare District
- Students attending schools located in the Grossmont Healthcare District
- Patients receiving care within the boundaries of the Grossmont Healthcare District


A GHD Health & Wellness Library card is required for anyone wishing to participate in GHD Health & Wellness programs presented at and facilitated by GHD, with the exception of Wellness Wednesday lectures, movies, and activities.

The following is required to obtain a Library card:

- Complete a library card application in person or online.
- Please note, an approved online Library card application will be valid for access to online resources and databases only. For full Library card privileges, Photo Identification and verified Library card eligibility must be approved by Library staff in person.
- Provide Photo Identification, in addition to one of the following:
 1. *Resident: Provide verification of current address. If current address is not on the Photo ID, provide a reliable proof of current address, such as a preprinted check, official mail (utility bill, insurance card, rental agreement, etc.)*
 2. *Employee: Provide Work ID, or Paystub with eligible address on it.*
 3. *Students: Provide Student ID or proof of attendance at a K-12 public school in the GHD or at Grossmont or Cuyamaca Colleges.*
 4. *Patients: Provide care provider's address within the GHD.*

Special consideration for patrons unable to visit the Library due to illness or disabilities:

- If someone is unable to visit the Library in person, they may apply online or have a caregiver or representative pick up a physical Library card application in person to take back with them. An approved online Library card application will be valid for access to online resources and databases only.
- For full Library card privileges, complete the physical Library card application with signature (no Photo ID required) and return to the Library with proof of Library card

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eligibility (1-4).

- Upon validation by Library staff, the Library card will then be given to the caregiver or representative who may use it to check out materials for the person named on the Library card application.

Library cards for minor children, ages 17 and under

- Parents or Guardians may complete a physical Library card application in person or online, including the date of birth of the minor child. An approved online Library card application will be valid for access to online resources and databases only.
- For full Library card privileges, complete the physical Library card application with Parent or Guardian signature and return to the Library with proof of Library card eligibility, according to the above guidelines (1-4).

All Library card holders are responsible for the return of all materials checked out to their cards, and any damages incurred to those materials while in their possession. Parents or Guardians are responsible for the return of all materials checked out to their minor children, as well as any damages incurred to those materials while in their possession. This liability includes the cost of the item and a \$10.00 processing fee.