

INTERNET GUEST PASSES

Elizabeth Public Library

Effective February 1, 2014, the Library will provide Internet Guest Passes. These passes (identical to EPL library cards) are to be used only when the following conditions apply:

- The patron is from out-of-town and does not qualify for or has no interest in applying for a MURAL card
- The patron can provide proof of residency (it must be a non-Elizabeth address). All Elizabeth residents must apply for a card.
- If the patron is passing through to the Newark Airport he or she can show a ticket or boarding pass in lieu of an ID or other document with an address

We will not publicize that we have these passes and will only use them when necessary.

Reference staff can apply their own discretion if a patron fails to provide any of the required documentation (we should err on the side of service, not procedure).

There will be three (3) passes and they will only be available at the Adult Reference Desk (in the money bag drawer) and will only be used by the Reference Dept. staff.

Reference staff will NEVER give the pass to a patron, but will walk up to a computer and enter the information directly. There will be no exceptions to this requirement.