

## HOW DO I GET A LIBRARY CARD?

1. You must be old enough to sign your name.
2. Adults must have some type of identification with them, which shows their current address. If you have your outdated library card and you live at the same address, you may use this as identification. We prefer a driver's license, but anything with your address printed on it will be accepted.
3. You must fill out the application form that we give you.
4. If you are under 18 years of age, a parent or guardian must sign your application form, before your card is given or mailed to you. You don't need identification.
5. If you are an adult, you must apply for your card in person. This is for your privacy & protection.
6. If you are physically unable to visit the library in person, you may call the circulation department. We will make special arrangements for you to obtain a card and check out library materials.

If you are applying for a card and you have never had a card at this library or have not had one for several years, you will be allowed to check out up to 3 items at this time. We will mail your card to you. When you receive the card, you will no longer be limited to checking out only 3 items.

If you have a temporary address, such as a shelter, campground, school or motel, you will be limited to checking out only 3 items. When these items are returned, you may check out 3 more items. Let us know when you have a permanent address and the limited check out block will be removed.

When you register for a library card at this library, you will be asked to sign your application form and card. You will be agreeing to be responsible for all materials borrowed and any overdue fines and any loss or damage of library materials.

If your card is lost or stolen, please report it to the library as soon as possible. You are responsible for materials borrowed with your card, up to the date it is reported lost or stolen. There is a card replacement fee of \$1.00 for lost or damaged cards. Please report a change of name or address promptly to the library. For your privacy and protection, we ask that all adults make these changes in person. We will need proof of your new address.

Please bring your card to library when you plan on borrowing any materials. You must have your card with you, or you will not be able to check out any materials.

You will not be able to check out any library materials until all overdue materials have been returned, or renewed and fines have been paid. You may not use anyone else's card to check out library materials, if you have overdue materials checked out or owe fines on your card. Please do not let anyone use your card. If you do, you will be held responsible for any materials checked out by them on your card.

It is your responsibility to check the due date on all library materials. Fines are charged on overdue items.