

HOW TO GET YOUR LIBRARY CARD



First Time:

Come visit us at the front desk during business hours at least 30 minutes before closing.

Be sure to bring these items to the library:

- 1) Picture ID
- 2) Proof of Address
Bill, Magazine, Check Book, etc.

You must have both items to get your card

Library staff will ask for the above two items and give you an application to fill out. Fill out the application completely and return it to the front desk. For anyone under the age of 18, you will need to have a parent or guardian come in with you to fill out their own and your application.

We are now attaching photos to your profile as an added layer of security. A staff member will walk you through the process. All you have to do is smile at the camera.

Renewing an existing card:

Bring your library card to the front desk along with picture ID and proof of address (if changed). Fill out the membership application provided to you by library staff. This helps us keep up-to-date information in our system. **Cards must be renewed every 3 years.**

Replacing a lost or damaged card:

Bring photo ID and proof of address to the front desk. Completely fill out a membership application, and staff will have you sign your new library card. There is a \$3.00 fee to replace library cards. Once the library card is signed and paid for, it will be mailed to you in 1-3 weeks.

All card applications must be brought to the front desk no later than 30 minutes before the library closes.