

# HOW TO GET A LIBRARY CARD

## FIRST TIME CARDS

If you are getting a library card for the first time, you must bring two forms of identification with you to the library. **You must have BOTH items to get your card.**

1. Photo ID  
Driver's license, passport, state-issued ID, student ID, etc.
2. Proof of Address  
Bills, junk mail, check books, hunting or fishing license, pistol permit, anything that has come through the mail that has your name and mailing address on it

Present both items to a library staff member at the circulation desk to be given a membership application and policy sheet. Please double check that you have filled out the application completely and carefully read our policies before signing them. Anyone under the age of 18 must have a parent or legal guardian with an active library membership come in to sign for them.

Once we have your paperwork and enter you into our system, you will be given a library card set – one wallet card and one keychain card. Please sign the back of both cards, then return them to the staff member. All cards must be mailed to you in order to confirm your address. Cards typically arrive 1-3 weeks after signing. In the meantime, you may use your photo ID to check out materials until your card arrives.

## CARD RENEWALS

Cards must be renewed any time any of the following information changes:

- First or last name
- Physical address
- Mailing address
- Phone number
- Email address

If any of this information changes, please bring your library card or photo ID to the front desk and let a staff member know so we can update your records. You may be asked to fill out another application for us to keep on file. To renew over the phone, please have your library card number (found beneath the barcode on the back of your library card) or photo ID number ready for identity confirmation.

Cards will automatically be up for renewal every three years, in order to keep our records current. Some services will be unavailable to expired members, such as online book renewals and reserves. Simply update your account with your current information to regain access.

## CARD REPLACEMENTS

Your first library card is always free. **Replacement cards will be \$3.00.**

If your card has been lost or damaged, bring your photo ID to the front desk and request a replacement. You will need to fill out another application for our records. Once the card is signed and payed for, you will be issued a replacement card. It will be sent to you through the mail just like your original card.

**Please note:** If you get a replacement card, your library card number will change. This will affect your login information in our catalog and our OverDrive and Libby apps. Please use the new number on the new card to log in, as the old number will no longer be valid.

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Whether getting a new card, renewing a card, or getting a replacement card, all membership applications must be brought to the front desk **no later than 30 minutes before the library closes**. Anyone seeking applications after this point must wait until the next business day.