

## GET A LIBRARY CARD

Whether getting a new card, getting a replacement card, or updating your 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.

### 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. Please double check that you have filled out the application completely and carefully read our policies before signing it. 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 your information 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. Once a photocopy has been made for our records, you will be given your library cards and a New Member packet with some helpful information and items of interest for new patrons.

Please note that if you do not have your **library card** with you when checking items out, you will need to provide your **photo ID**. **One of these two items is required to check out any materials.**

## REPLACEMENT CARDS

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

If your card has been lost or damaged to the point where the barcode is unreadable, 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 replacement fee is paid, you will be issued a replacement card set. Sign both of the cards and return them to the staff member for photocopying. The cards will be returned to you and you may continue to check items out as usual.

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

## UPDATING YOUR LIBRARY CARD

Patron accounts will automatically expire every three years. 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. There is no fee for this process, it is just an automated way to keep everyone's information current and correct every three years.

**Accounts must also be updated any time any of the following information changes:**

- First or last name
- ID card number
- 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.