

## How Do I Get a Library Card?

**Application for a Card:** Each person must complete an Application for Library Card form. Those 13 years of age or older must show identification and mailing address. (i.e.: driver's license, US mail, school report card, school id)

1. The library will keep the application forms on file for verification.
2. Persons wishing to receive a replacement card will need to show identification, proof of mailing address and verify address and phone number information that already exists in the library's database.
3. Persons under 17 years of age may obtain a card with a parent's signature on the application form. The library also encourages parents to hold a current library card and be in good standing with the library. Individuals under 17 years of age without a parent's signature may be issued a card after providing verified information including full name, address, number, and parent/legal guardian name. Staff will send a piece of mail to help provide proof of address.
4. Replacement cards are \$3.00 for all card holders. No refund can be given if a lost card is later found.
5. Address and phone number check is required every 365 days.



Date:
Staff Initials
Card #

# Application for Library Card

Please print clearly:

Last Name: \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Nickname: \_\_\_\_\_

Where do you live? (please circle) Town or Rural

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Mobile phone carrier: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I agree to the Computer/Internet Policy (see other side)

I accept responsibility for the use of this card, including all items borrowed and all charges assessed.

Signature: \_\_\_\_\_

If under 13 years old the library needs to have a parent's signature to accept responsibility.

Parent's Name: \_\_\_\_\_

I am a legal guardian for this child:  Yes

Parent's Signature: \_\_\_\_\_

Computer/Internet use okay?  Yes  No  
(see other side)

\*\*\*\*\*Computer Use Only--- fill in areas marked by gray lines. \*\*\*\*

## COMPUTER/ INTERNET USAGE POLICY

Illegal use of the internet is prohibited.

Individuals who would like to use the library computers must be library card holders in good standing. Computer users will be asked to agree to the Computer Usage Policy when they apply for a library card.

Parents may decide to allow children under the age of 18 computer access when they sign-up the child for a library card.

Visitors can use the computers under a Guest Account, if they show a valid ID, each time they visit. (See circulation policy for possible ID options.)

Library staff members are not able to provide in-depth computer assistance but will answer questions and, as time allows, help users locate and use resources on the Internet or on other electronic resources in the library. Patrons can schedule a session with a staff member to provide more in-depth assistance.

Library staff are not allowed to complete online forms that contain personal data for the public. Computer users not comfortable with keyboarding and computers are encouraged to bring a family member or friend to help them complete online forms.

Loud conversation will not be tolerated.

No unauthorized changes to the setup or configuration of the software or hardware are allowed.

### Application of policy guidelines:

- All computer users must present a current library card in good standing. "Good Standing" is defined by the Circulation Policy.
- Visitors can use the computers under a Guest Account, if they show a valid ID, each time they visit and have a signed Computer Usage Policy on file. (See circulation policy for possible ID options.)
- Two users per computer, if space permits.
- Usage is limited to two hours per day. The library staff may adjust this limit based on demand.
- No reservations are accepted, unless deemed necessary by the staff.
- Computer access expires ten minutes before closing. Computer users are responsible for all print jobs they generate, even if the print outs are not as expected.

Print Fees:

Black & White \$.20, per each side of the page

Copy, Color \$1.00 per each side of the page

- Violating the Computer/Internet Policy:

First violation - warning.

Second violation – loss of privileges for three months.

Third violation – permanent loss of privileges.

Please ask to see the complete Computer/Internet Usage Policy for further information.