

HOW DO I GET A LIBRARY CARD?

TEMPORARY ACCOUNT – This account is free for 30 days. Requirements:

- Valid Photo ID
 - Phone, Email, Address, and Emergency contact
- 2-item limit for checkout. May not check out laptops, internet hotspots, or STEM/STEAM kits. Card must be returned when it expires.

ADULT LIBRARY ACCOUNT (Ages 18+) – To open an adult account you need:

- Valid Photo ID
- Proof of residency: Utility Bill, Lease Agreement, Voter Registration Card, or City Tax Receipt
- Library card fee:
- **Resident – FREE.** If you live within the Willow Springs City limits (you pay taxes/utilities to the City of Willow Springs) library membership is free.
- **Non-Resident - \$15.** If you live outside the city limits (you *do not* pay taxes/utilities to the City of Willow Springs) membership is \$15.00 per year.

MINOR LIBRARY ACCOUNT (Age 17 and Under) – To open a minor’s account you need:

- Parent or Legal Guardian to fill out the application and sign for the account. This adult will be held financially responsible for fines and fees from late, lost or damaged items.
- The adult must have a valid photo ID and proof of residency as above.
- Membership for Minor Residents is free. Non-Resident membership is \$15.00 per year.

May not check out laptops, internet hotspots, or STEM/STEAM kits.

With “Restricted Cards” parents may only check out qualifying items with child’s card.

PROBATIONARY PERIOD

Adult and Minor accounts have a 60-day probationary period. During the probationary period, patrons may check out up to 5 items total.

Limits: 1 new book, 2 DVDs or Audio books on CD. No laptops, hotspots, or STEM/STEAM kits.

Laptops, hotspots, and kits may be checked out *after* the probationary period *if* the account is in active and in good standing (no unpaid fines, fees, or lost materials).

RENEWAL FOR ALL ACCOUNTS

Library accounts expire must be renewed annually. \$15 for non-residents.

Accounts that have been inactive for more than 3 years are purged from the system.