

# HOW DO I GET A LIBRARY CARD?

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

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

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

1. Valid Photo ID
2. Proof of residency: Utility Bill, Lease Agreement, Voter Registration Card, or City Tax Receipt
3. Library card fee:
  - a. **Resident – FREE.** If you live within the Willow Springs City limits (you pay taxes/utilities to the City of Willow Springs) your library membership is free.
  - b. **Non-Resident - \$10.** If you live outside the city limits (you *do not* pay taxes/utilities to the City of Willow Springs) library membership is \$10.00 per year.

Library accounts expire must be renewed annually. \$10 for non-residents.

Parents may add a child's name to their account to authorize the child's use of the card.

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

1. An adult willing to authorize the account. This adult will be held financially responsible for fines and fees from late, lost or damaged items.
2. The adult must have a valid photo ID and proof of residency as above.
3. Membership for Minor Residents is free. Non-Resident membership is \$10.00 per year.

May not check out laptops, internet hotspots, or kits.

Parents may only check out children's materials with a child's card.

Account expires and must be renewed annually. \$10 for non-residents.

## **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 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).