

How to Apply for a Library Card

Anyone residing in Ottawa County can be issued a library card free, valid for three years. Individuals residing outside of Ottawa County are charged \$5.00 for a fee card, valid for one year. Children 5 years of age or who are enrolled in kindergarten may be issued a library card; those under 18 must have the application signed by a parent or guardian, unless they have legal documentation indicating they are emancipated from their parents or legal documentation indicating they are married.

An application card must be completed. Information required is name, permanent address, telephone number, and place of employment. Name, address and phone number of a local reference not living at the same address as the applicant is required. Hotels, motels, residential treatment centers, shelters, and other temporary housing are not considered to be a permanent address.

Applicants must also present a driver's license or government issued photo I.D. card with current address at time of application. Applicants may also provide an alternative form of identification bearing the same address as the application card, such as a utility bill. A post card may be mailed to applicants who have insufficient identification; presentation of the post card will be considered proof of address.

An individual who does not have current I.D. or a reference due to recently moving to the area may be given a temporary card to allow them time to secure the necessary items. The card will allow the individual to check out up to five items at a time and will expire in 90 days. Only one temporary card per household will be issued.

\$2.00 is charged for a lost card, expired or not. Cards will not be issued 15 minutes prior to closing.

Cards must be presented at time of checkout or renewal. All materials checked out on the borrower's card and all fines accruing on such materials are the responsibility of that person unless the library has been notified in advance that the card has been lost or stolen.