

Library Card Eligibility and Cardholder Responsibilities

Purpose

This policy outlines the process for applying for a library card, states who may get a card, and lists the eligibility guidelines for the different available card types.

Library Card Guidelines

Applying for a Card

Those aged 18 and older wishing to sign up for a library card must present either 1) a photo ID that includes a current address, or 2) a photo ID with an incorrect or no listed address and an alternate confirmation of address.

- **Accepted photo ID** is any original, current ID issued by a city, state, or federal government agency or a school (for example, a driver's license, passport, or school ID card).
- **Accepted confirmation of address** is any documentation that lists both name and address (for example, printed checks, mail with a current postmark, utility bill, or lease agreement).

The library will issue a plastic wallet-sized card and a plastic keychain card and will set a PIN that allows the cardholder to access online services. The library will take pictures of Teen cardholders (ages 13-17) and Adult cardholders (18+) to attach to their accounts.

Parents or guardians wishing to obtain a library card for a child under 18 must either sign the child up at the library or fill out a library card sign-up form under special circumstances. The parent must have a photo ID and a local address. The listed parent or guardian is responsible for their child's material selection and usage.

Cardholder Responsibilities

- Present their own library card in order to check out materials.
- Be responsible for library items checked out on their own card and the cards of any minors for whom they are the parent or legal guardian.
- Update the card on an annual basis.
- Report changes in contact information promptly.
- Notify the library in the event of a lost or stolen card.
- Abide by the library's Lending Policy, which governs checkout limits for various material types, fees and fines, and renewals.
- Acknowledge that library staff may revoke card privileges at their discretion for 1) any violations of library policy and rules and 2) accrual of \$4 or more in replacement fees.

Replacement Cards

In the event of a lost, stolen, or damaged card, cardholders will be charged a \$2 replacement fee for a replacement card. The new library card will have a new account number.

Confidentiality

All records regarding patron information are protected by the Arkansas Confidentiality Law, Arkansas Statute [13-2-701 to 706](#). A detailed explanation of cardholder rights and library responsibilities regarding privacy can be found in the Patron Confidentiality Policy.

Card Types and Eligibility

The library issues several different types of cards based on different eligibility guidelines. All cardholders are subject to the library's rules, restrictions, and charges outlined in the Lending Policy. Card types include:

Resident Cards

Individuals living in Craighead or Poinsett counties, with the exception of those living inside the city limits of Trumann, are eligible for a resident library card. Any person who is not a resident but owns property or operates a business in Craighead or Poinsett Counties (with the exception of Trumann) can present a current tax statement or city franchise license in order to obtain a library card. Resident cards are issued in the following categories: child (ages 0-12), teen (ages 13-17), and adult (age 18+).

Gateway Cards

Adults residing in certain Arkansas counties other than Craighead or Poinsett may be issued a Gateway Card. Qualifying counties include: Clay, Cleburne, Crittenden, Cross, Fulton, Greene, Independence, Izard, Jackson, Lawrence, Mississippi, Randolph, Sharp, St. Francis, Stone, and Woodruff. Individuals living inside the city limits of Trumann, AR may also receive a Gateway card. Only one adult (18+) per family unit may be issued a Gateway card.

Group Cards

Daycare centers, schools, and other organizations operating in Craighead or Poinsett counties may apply for library cards in the name of the organization. To sign up, the director or owner of the organization must present a photo ID and fill out a group card registration form that lists one or more individuals who agree to be responsible for the cardholder agreement terms on behalf of the organization.

A-State Student Cards

Any person aged 18+ attending the main campus of Arkansas State University or one of its satellite campuses in Craighead or Poinsett county who does not have a permanent address in the library's service area is eligible for an A-State student card. To apply for a student card, individuals must present their official student ID and a photo ID with their permanent mailing address.

Non-Resident Cards

Library cards may be issued to any other adult wishing to pay a \$25 annual fee for the card. Those who register for non-resident cards must follow the same requirements for presenting ID listed in the "Applying for a Card" section.

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