

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 available card types. This policy is in accordance with the rules of Act 372.

Library Card Guidelines

Applying for a Card

Applicants age 18 or older must provide one of the following to receive a library card: a photo ID showing their current address, or a photo ID with an outdated or missing address plus separate proof of address.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 photos of Teen cardholders (ages 13-17) and Adult cardholders (18+) to attach to their accounts.

Parents or legal guardians may obtain a library card for a child under 18 at the Circulation Desk by presenting their photo ID and proof of local address. The listed parent or guardian is responsible for the child's material selection and library use.

Cardholder Responsibilities

- Present their own library card to check out materials.
- Be responsible for all items checked out on their card and on 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 renewals.
- Understand 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 provides several types of cards based on certain eligibility guidelines. All cardholders are subject to the library's rules, restrictions, and charges outlined in the Lending Policy.

Material checkouts are limited by patron age as follows:

- Ages 0-12 Materials in the Children's collection
- Ages 13-17 Materials in the Children's and Teen (Young Adult) collection
- Ages 18+ Materials in the entire collection

Card types include:

Resident Cards

Individuals living in Craighead or Poinsett counties, except for 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 (except for Trumann) can present a current tax statement or city franchise license to obtain a library card. Resident cards are issued in the following categories: children (ages 0-12), teens (ages 13-17), and adults (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

Although library policy makes parents or legal guardians responsible for materials checked out by minors, Arkansas Legislative Act 372 also requires the library to monitor whether materials checked out by patrons are age appropriate. As a result, group cards are no longer available.

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.

Adopted August 2015

Revised by the Craighead County Jonesboro Public Library Board in accordance with AR Act 372 on August 31, 2026,