

Library Card Application

Date of Application: _____

I am applying for:

- A card for myself: **adult** (18+ years old) or **young adult** (7th – 12th Grade)
- A card for my **child** (6th grade and under, no age minimum)
- An out of state Lawrence teacher card for myself (local-use-only)

Contact information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Address: _____ Apartment #: _____
Month / Day / Year

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Notifications (check all that apply): I prefer to be Called Texted E-Mailed

You can choose to receive automated phone calls, text messages and/or emails to be informed of holds and overdue items.

Library Card Application Requirements

- Adult: Picture ID* with a current Lawrence address.
- Young adult: Picture ID* with a current Lawrence address OR proof of Lawrence school enrollment.
- Child: Parent/Guardian must provide a picture ID* with a current Lawrence address.
- Out of network/state Lawrence teacher: Provide a picture ID* and proof of employment in the City of Lawrence.

**If ID does not have current address, provide proof of address (i.e. a bill). Please speak with a Library staff member if you cannot provide the requested documents.*

Library Card Guidelines and General Information

- The pin number for access to all Lawrence Public Library online resources including the Library catalog is the last 4 digits of your library card number. You may change this online to a pin of your choice.
- Patrons are notified (by email or in person) to renew their library card before the expiration date.
- Patrons are notified via phone, text and/or email for any holds and overdue items.
- Patron (or parent/guardian of the child) is responsible for all materials checked out on the card.
- Patron is responsible for notifying the Library if contact information changes.
- Patron is responsible for notifying the Library if the card is lost. A free replacement card may be requested at the Circulation Desk.
- Local-use-only: May check out materials and have access to the online resources. However, the card may not be used at other Libraries.

I have read and will comply with the Library Card Application guidelines.

Applicant Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

Required for children 6th grade and under.

For Administrative Use Only:

Issued library card #: _____

Input by: _____ Input date: _____ Main Branch