

301a

RESIDENT LIBRARY CARDS

Library cards will be issued free to residents of the Grayslake Area Public Library District.

For purposes of identification and address verification, the library card applicant must be present to register or renew their Grayslake Library card, with the exception that a Juvenile card may be renewed by the responsible adult without the child present.

A list of acceptable forms of identification is available online and at the Circulation Desk.

Applicants (and the adult responsible for a child under high school age) must present any combination of pieces of identification needed to include the following:

- One photo ID showing their photo and name
- One piece of identification showing their name and signature
- Two pieces of identification showing their name and current address

The simplest combination of these is a Driver's License or State ID and one other form of identification showing their current address, matching the address on the Driver's License or State ID.

High school age students who have not yet entered high school may apply for a library card using the ID procedure for a juvenile card. The student will be issued an Adult card with no other "responsible party" signing the application form or being listed in the circulation system.

Resident library cards are issued for a period of three years and may be renewed upon verification of continued residency. Verification requires presentation of their library card and one piece of identification or any combination of pieces of identification needed to include the following:

- One photo ID showing their photo and name
- One piece of identification showing their name and signature
- One piece of identification showing their name and current address, matching the address on record in their library card account

The simplest combination of these is a Driver's License or State ID.

If the address provided does not match the address on record in their library card account, a second form of identification proving the new address must be presented.

Lost cards will be replaced for a fee.

A patron shall use only their own resident library card for their own library transactions including but not limited to circulation functions, program registration and other library services. Patrons may give permission for others to access their account – please refer to Policy 337, PATRONS ALLOWING OTHERS TO ACCESS THEIR LIBRARY ACCOUNTS.

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