



Obtaining a Library Card

Registration

A customer obtains a Grantsburg Library (GPL) card by submitting a completed Borrower Registration Form. Any customer who wants to obtain or replace a library card from RPL must provide a valid non-expired government issued identification. There is no charge for the initial card; however, a replacement card costs \$3. GPL accepts the following as valid identification:

- Driver's license issued by a state in the U.S.
- Photo ID issued by a state in the U.S.
- United States Military ID Card
- United States Passport
- Matricula Consular Card issued by Mexico

Expired identification will not be accepted. If the identification does not show current address, additional proof of address showing name and residence address must be provided. GPL accepts the following to show address:

- Certified school record or transcript issued within the last 90 days
- Checkbook
- Deed, mortgage, rental or lease agreement for Wisconsin property
- Letters from probation/parole agents on letterhead issued within the last 90 days
- Homeless shelter documentation
- Property tax receipt
- Utility bill
- Valid hunting or fishing license

For customers who are unable to provide valid identification or proof of residency a library card can be issued that allows only one item checked out on the account at a time. This exception would apply to customers with valid identification without the correct address and no other identification with the correct address. It would also apply to customers without a valid identification, but who do have a checkbook, rent receipt, utility bill, or postmarked mail showing the correct address. In these cases library staff will put a note in the customer's account until the missing information is provided.

Customers through age 15 must have a parent or legal guardian register them to obtain a library card. The parent/guardian must provide valid identification and show proof of address.

Customers age 16 and 17 may register without parent/guardian signature provided the customer can supply valid official identification and show proof of residency. A parent or legal guardian may also register them to obtain a library account with the parent/guardian providing valid identification and proof of residency.



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GPL shall issue a valid library card to the customer whose application has been accepted. GPL reserves the right to deny issuing a library card if the application is incorrect or incomplete, e.g., failure to provide the home address. By submitting the application for registration, and by accepting the valid library card, the applicant agrees to the following:

- Notify GPL when any information given to the GPL has changed, e.g., change of name, address, or phone number.)
- Promptly report to GPL the loss or theft of the library card.
- Assume responsibility for all materials borrowed on the account.
- The library card may be used only by the person whose name is on the card, or in the case of a minor, by the parent/guardian who signed the application. For legally handicapped persons, a special arrangement may be allowed.

GPL reserves the right to cancel the borrowing privileges of any customer who fails to abide by library rules.

GPL will conduct periodic purges of inactive library cards.