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## **PUBLIC SERVICE**

### **(3.2) Library Cards**

#### **REGISTRATION FOR LIBRARY CARDS**

In all cases, the library card, and the use of it is the responsibility of the individual whose name is on the account. Lost or stolen cards should be reported to the library immediately.

#### **Library Cards for Adults**

Any Juneau resident age 18 or over may obtain a library card free of charge with any combination of photo identification and proof of current address within the City and Borough of Juneau. If photo identification does not include the patron's current address, valid forms of address verification include:

- postmarked piece of mail,
- rental agreement, or
- voter registration card.

Emancipated minors may obtain an adult card if they provide the above information and a copy of their emancipation decree.

#### **Library Cards for Children**

To obtain a library card for minor children under the age of 18, a parent or guardian must fill out a registration card accepting financial responsibility for activity on their child's account. More than one parent or guardian may sign their child's registration card, be listed on the account, and accept financial responsibility for the account at the discretion of the family. Minor children under the custody of the State of Alaska who do not have picture ID should be referred to the Youth Services Librarian.

#### **Access to Interlibrary Loan**

Only Juneau resident cards are eligible for interlibrary loan services outside of the Alaska Library Catalog.

### **Temporary Card**

A Juneau resident who presents picture ID but is unable to present proof of permanent mailing address may receive a temporary registration with limited borrowing privileges (two items) until proof of local mailing address is supplied.

A person between 14 and 18 years of age may present their own valid picture ID to receive a temporary registration without submitting a signed parental responsibility card.

A temporary card may also be issued to a visitor who plans to reside in Juneau for 28 days or longer.

Temporary cardholders may borrow local (Juneau-owned) items only.

### **Alaska Resident Card**

Residents of the State of Alaska who present a current picture ID and proof of permanent Alaska mailing address may register for an Alaska Resident Card with limited borrowing privileges (five items).

Minor children are eligible for Alaska Resident Cards with parent or guardian permission as outlined in the Library Cards for Children section.

### **Crew Card**

Crew cards are available only to crew of vessels registered with the Cruise Line Agency of Alaska (CLAA) or Cruise Lines International Association (CLIA). Other seasonal workers may qualify for Temporary or Alaska Resident cards. Crew cards are good for one season. Users are limited to borrowing five items at a time. Crew cardholders may borrow local (Juneau-owned) items only.

### **Alaska Mail Services Card**

The Alaska Mail Services Card is available to Alaskans who live in communities that have no library or whose library does not receive funding from the state of Alaska. This service may also be available to those who live remotely but have a mailing address in a community with a state funded library. Contact the Library for additional information.

### **PINS**

All library cardholders have a PIN which is provided at the time of registration. PINs are necessary for accessing many of the library's electronic resources. If forgotten, staff may remind patrons of their PIN when provided with photo identification and proof of address, their library card, or answer a series of questions about their account. PINs may also be reset via the online catalog.