

1.1 LIBRARY CARDS

Library cards can be obtained at any Alexandria Library facility by completing an application and showing photo identification and proof of current address.

Acceptable examples of photo identification for adults include:

- Driver's license or DMV identification
- Employee identification or work badge
- Military identification
- Passport
- Recreation identification
- School identification
- Social Services identification

Acceptable examples of current proof of address for adults include:

- Driver's license or DMV identification
- Checkbook or bank statement
- Car registration
- Lease or rental receipt
- Postmarked utility bill or other mail

Post Office Boxes cannot be used to establish proof of residence.

Eligibility:

Every resident of the City of Alexandria is eligible for a free library card regardless of age. A resident is defined as any person who:

- Lives within the City of Alexandria
- Owns property within the City of Alexandria
- Owns a business within the City of Alexandria
- Attends school within the City of Alexandria
- Works within the City of Alexandria

The City of Alexandria maintains reciprocal borrowing agreements with the following cities/counties and any members of the Washington Council of Governments: Arlington, Charles, District of Columbia, Fairfax, Falls Church, Fauquier, Frederick, Loudoun, Montgomery, Prince George's, and Prince William.

Children:

- Children of any age may obtain a library card.
- Parents/guardians of children under 16 years of age will be required to sign their child's application form, accepting responsibility for their child's choice of materials and agreeing to pay fines or fees.

Card Types

Business/Institution:

Businesses or other organizations located in the City of Alexandria are eligible to apply for a Business/Institution Card, which may be used by individuals who work for that organization. Individuals on the approved list may use the card or a current ID to borrow library materials. Items are checked out for standard loan periods and may be renewed. This card also entitles users access to the Library's digital/online resources.

In order to obtain a Business/Institution Card the following is required:

- A request on company letterhead stating the name of the individual responsible for the materials borrowed. Fines and fees will be assessed to the individual designated in the letter.
- This letter should also list any individuals allowed to borrow items on the account.

Educator:

The Educator Card supports the Library's goal of playing a key part in academic achievement and lifelong learning. Public and private school teachers, teacher assistants, school media specialists, childcare providers, homeschool teachers and preschool teachers who work in the City of Alexandria are eligible for an Educator Card. This card is for professional use only and should not be used in place of a personal library card. In addition, educators may also hold a standard library card account. Fines and fees will be assessed to the individual cardholder for late and/or lost or damaged materials.

In order to obtain and maintain an Educator Card the following is required:

- Valid photo identification.
- Eligible users must provide proof of their status as an educator working in the City of Alexandria. Qualifying documents include: a letter on school letterhead, daycare provider certification, homeschool certification, or similar documentation.
- Educator cards will expire on June 30 of each year and must be renewed annually by submitting proof of status as an educator working in the City of Alexandria.
- Educator Cards will only be renewed if the account is in good standing.

Educator Card benefits include:

- Borrowing up to 25 items
- A nine-week checkout period (no renewals) and
- Access to the Library's digital/online resources.

Educator Cards may not be used to borrow audio-visual materials, adult fiction, or Interlibrary Loans.

Student Card (ConnectED)

The Student Card supports the Library's goal of playing a key part in academic achievement and lifelong learning. Public and private school students who attend a K-12 institution within the City of Alexandria are eligible for a Student Card. ConnectED cards are issued in partnership with the educational institution.

Student Card benefits include:

- Borrowing up to 3 items
- A nine-week checkout period (no renewals)
- Access to the Library's digital/online resources and
- No fines and fees will be assessed to the individual cardholder for late materials.

Student Cards may not be used to borrow audio-visual materials or interlibrary loans.

Note: Student Cards with lost materials will be frozen until materials are returned or associated fees are paid. Student Cards can be upgraded to a standard library card with parental permission by visiting any library facility, completing a library card application and showing valid photo identification and proof of address. Once upgraded to a standard library card, regular rules apply, including overdue fines.

Reciprocal Borrower:

The City of Alexandria maintains reciprocal borrowing agreements with members of the Washington Council of Governments. Reciprocal borrowers are entitled to the same borrowing privileges as Alexandria residents, including access to digital/online resources and computer use. Reciprocal users are governed by the policies of the Alexandria Library, but do not qualify for interlibrary loan or homebound services.

In order to obtain a Reciprocal Card the following is required:

- The applicant must present proof of current address and valid photo identification (see above for acceptable examples--note include web link).
- Parents/guardians of children under 16 years of age will be required to sign their child's application form, accepting responsibility for their child's choice of materials and agreeing to pay fines or fees.

Temporary Resident:

Any person residing in Alexandria for six months or less may have a temporary resident card, which expires 6 months from date of issue. The user may borrow 10 items, up to 5 of which may be audio-visual materials (including CDs and DVDs). These cards also permit access to public computers and the Library's digital/online resources. Temporary Resident users are governed by the policies of the Alexandria Library, but do not qualify for interlibrary loan or homebound services.

In order to obtain a Temporary Resident Card the following is required:

- The applicant must present proof of current address and valid photo identification (see above for acceptable examples--note include web link).
- A nonrefundable fee of \$10 that must be paid upon registration.

Temporary Shelter Resident

Shelter residents in the City of Alexandria are eligible to receive a Temporary Shelter Resident Card, which expires 3 months from the date of issue. There is no charge for a Temporary Shelter Resident Card. The customer is allowed to borrow 10 items, up to 5 of which may be audio-visual materials (including CDs and DVDs). These cards also permit access to public computers and the Library's digital/online resources.

In order to obtain a Temporary Shelter Resident Card the following is required:

- Proof of shelter residence is required; a letter from the shelter staff, on letterhead, is acceptable.

Replacement Cards

There is a \$2.00 fee for a replacement library card.

For your protection, remember to promptly report lost cards and address changes. If you are replacing your card, you may need to update your account for other services, including digital library services.

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