

**Code:** LR

**Date:** 12/12/94

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## Policy: Registration

All applicants for a Fayetteville Public Library card will provide the following information:

1. Full legal name
2. Parents' or legal guardians' names if applicant is under age 18 or a dependent
3. Mailing address
4. Permanent address if different from mailing address
5. Telephone number(s)
6. Email address
7. Current driver's license or other government photo ID
  - a. If government photo ID is not provided, two alternate forms of photo ID are required.
8. Date of birth
9. Signature
10. For children under age 18 or dependents, the signature and address (if different) of parent or legal guardian.
11. Legal documentation of emancipation is required for people under age 18 to receive a card without a parent or legal guardian signature.
12. Proof of address, which can be one of the following:
  - a. Photo ID
  - b. Bill, other piece of mail, or order/shipping confirmation, which must be dated within the past 30 days, and display the applicant's (or signing parent/guardian's) name

In addition to the above, the following will be required for applicants who are non-residents of Fayetteville, Washington County, the City of Rogers, or the City of Bentonville, but who qualify for a no-cost Fayetteville Public Library card.

- a. For non-residents who own property in Fayetteville: Current property tax bill
- b. For non-residents who work in Fayetteville: Current pay stub from a Fayetteville-based employer
- c. For non-residents who attend school in Fayetteville: Current student ID, report card, or letter of enrollment. Additionally, non-resident students will need to provide their permanent address if different from local address (e.g. University students).
- d. For non-residents who work for or are on the board of a 501(c)3 non-profit in Washington, Benton, Madison, or Carroll County: IRS letter of determination for the organization; or a business card with a printed personal name from the organization; or verification of status on letterhead signed by an administrator of the organization

Library cards must be renewed annually. Address verification may be required.

