



Seward Community Library & Museum LIBRARY CARD REGISTRATION

Valid picture identification and local address verification required.

Date: _____

Cardholder's First Name: _____ MI: _____ Last Name: _____ Suffix: _____

Local Mailing Address (required): _____

City: _____ State: _____ Zip: _____ ADL: _____

Physical Address (if different from local mailing): _____

City: _____ State: _____ Zip: _____

Permanent Mailing Address (for Temporary Card): _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Proof of Residency (required): _____ Date of Birth: ___/___/___

***Supervisor/Work contact for Temporary Card:** _____

EMAIL ADDRESS: _____

Get library holds, renewal and overdue notices by email — It's quicker and saves the library money and resources. Your information is protected by Alaska Statue Ch. 25 Sec. 40.25.140 Confidentiality of Library Records.

PARENT/ GUARDIAN of YOUTH UNDER 18	First Name: _____ MI: _____ Last Name: _____ Suffix: _____
	Current Address: _____
	City: _____ State: _____ Zip: _____ Date of Birth: ___/___/___
	Home Phone: _____ Library Card #: _____

All Applicants — My signature means that:

- I accept full and complete financial responsibility for any and all fines, repairs, or replacement costs incurred on any items borrowed under my name.
- I will notify the library immediately if my library card is lost, stolen, or if there are changes to my name or address. The first card is free; a fee will be charged for additional cards.
- I understand that:
 - My library card is required for all transactions.
 - My library card and borrowed material must never be loaned to others.
 - Overdue items and outstanding fines or fees will suspend borrowing privileges until all items are returned and/or my account is paid in full.
 - Failure to return borrowed items or pay fines in a timely manner may result in a barred account.

Cardholder's Signature: _____ Date: _____

<p>Parent/Legal Guardian of youth under 18 — My signature means that:</p> <ul style="list-style-type: none"> ▪ I am the parent and/or legal guardian of this child. ▪ I understand and accept full responsibility for the rules listed above as they apply to my child's account. ▪ I understand that there are no age restrictions for borrowing library items of any kind and assume and accept full responsibility for my child's selection of items. ▪ I understand that my child may not borrow equipment without written permission from a parent or legal guardian. <p>Parent/Guardian Signature: _____ Date: _____</p>



City of Seward, Alaska

STAFF INITIALS	DATE	ACCOUNT TYPE	<input type="checkbox"/> PATRON (regular)	<input type="checkbox"/> TEACH (educator)
		<input type="checkbox"/> TEMP	<input type="checkbox"/> JUV (youth)	<input type="checkbox"/> OUREG (online)

Seward Community Library & Museum - Library Card Accounts

1. Do you have a library card anywhere in Alaska?
 2. How long will you be in Seward?
 3. Do you have a Seward mailing address?
 4. Can you provide proof of residency?
-

Regular Card

What do you need?

- Completed Registration
- Proof of Residency in Seward, Moose Pass, Cooper Landing or Hope
- Valid Mailing Address
- Valid Photo I.D.

Regular Card Access

- ▶ 20 total items
- ▶ 3 Media Item Types at a time (i.e. BLR, BLR Set, CBLR, CD, CDVD, DVD, DVD Set, RB, etc.)
- ▶ Alaska Library Catalog access
- ▶ Alaska Digital Library access

Temporary Card

What do you need?

- Completed Registration
- Proof of a Local Mailing Address
- Valid Permanent Mailing Address
- Valid Photo I.D.

Temporary Card Access

- ▶ 3 total items
- ▶ 3 local holds
- ▶ Expires in 6 months
- ▶ Renewable

****Library card applications for children under 18 require a parent or guardian to be present.***

Local Mailing Address Details

- ▶ Most mail is delivered to a PO Box and rarely to a residence
- ▶ General Delivery is not an acceptable form of mailing address
- ▶ Work mailing address is not acceptable form of mailing address, *unless* a registration form is verified and signed by employer for a temporary card
- ▶ Proof of a change of address is required when mail has been returned.

Proof of Residency (provide recent document with name and Seward address)

- Rent or lease agreement with signature of owner/landlord and tenant
- Deed or title to residential real property
- Mortgage bill
- Home utility or cellular bill
- Employment documents
- Insurance documents (medical, dental, home, vehicle, etc.)
- IRS tax return
- USPS Change of Address Confirmation
- Property tax bill or statement
- Bank or financial institutional record or statement
- Voter registration confirmation letter or card
- Letter from a shelter, nonprofit, faith based agency, employer or government agency attesting the applicant lives in Seward
- Alaska Certificate of Vehicle Titles or registration (within 30 days)
- Recent government mail
- Selective service card

Valid Photo ID (provide one of the following)

- Driver's license
- Employee or contractor photo ID card issued by a local, state or US government agency
- Government photo identification card
- Local school photo ID card
- US military identification card
- US passport or Out-of-Country passport
- Alaska Tribal Card