



Library Card Registration

Updated July 2019

Eligibility

Residents or landowners in Lawrence County may obtain a free library card. Residents of the surrounding area who do not live in Lawrence County may obtain a library card for an annual fee (see Fee Schedule). Students of Black Hills State University and the Spearfish School District may receive a free card by presenting a current student ID.

Application

Persons 16 years or older must fill out an application giving their name, address, and phone number. Applicants under 16 years of age must provide the same information as well as the signature of a parent or guardian accepting responsibility for the child's use of the library card. Children must be at least five years old to obtain their own library card. Teens ages 16-17 may obtain a card without a parent signature but must have permission of a parent or guardian to check out movies.

Proof of Identity/Residency

Applicants must provide a photo identification card. Acceptable forms include a valid driver's license, state identification card, or student identification card. They must also provide proof of current address if this is not on their photo identification card. Acceptable forms include a utility bill, check-blank, rental agreement, lease, bank statement, or official correspondence from a government agency. In the case of a child, the signing parent or guardian must provide these documents or have a valid library card previously established. A parent or guardian may not sign for a card for his/her child if they have a card that is blocked for any reason.

Temporary cards

Temporary cards may be issued to patrons who do not have proof of local address at the time they request a card, to be used until the proper documentation can be procured, not to exceed one month from initiation of the account. Temporary cards may also be given for up to three months to people who are in town only for the summer to work, etc., at the discretion of the librarian. A local address and permanent address as well as current contact information must be provided.

Temporary cards allow checkout of no more than three items at a time and do not provide any interlibrary loan privileges.

Replacement Cards

Patrons will be charged a fee to replace lost cards. (See Fee Schedule)