

# Library Cards

What Can I Do with My Library Card?

**The great stuff on the shelves is just the beginning!** Your Library card connects you to a whole world of reading, learning, discovering, and creating.

In addition to using your Library card to borrow physical items, you'll need it to access most of our streaming and downloadable items. You also use your Library card to reserve a studio in Level Up, sign out a study room, and use many of our high-quality online research tools.

**A Library card is not required** to visit the Library, search the Library Catalog, or use our public computers.

[Get a Library Card](#)

## Applying for a Library card

You can start the Library card application process online, or apply in person at any Library location. All applicants must **complete the process in person** before a Library card can be issued.

## Requirements

Monroe County Public Library cards are available, free of charge, to current County residents of all ages.

**Name verification (photo ID) and verification of a Monroe County, Indiana address** must be presented before your Library card can be issued.

Accepted verification documents:

**? Monroe County residents (age 18 and up)**

Choose **one** from each list:

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### **Name Verification**

(Document must bear photo)

- Driver's License\*
- State ID\*
- Learner's Permit
- Consular ID\*
- Military ID
- Passport
- Student ID

\*If address shown is current, no separate address verification is required

### **Address Verification**

(Document must be current; PDF versions accepted)

- Bank statement\*
- Bill (credit card, phone, utility, etc.)\*
- Bursar's statement for campus housing
- Car registration
- Fishing or hunting license
- Insurance card
- Signed Lease Agreement
- MCCSC Skyward account
- Payroll check\*
- Personal mail\*
- Pre-printed checks
- Property tax statement or receipt
- State of Indiana Alcohol Server's permit
- Signed statement on agency letterhead by a recognized Monroe County social service agency
- Voter registration card

\*Must bear a postmark and/or issue date within the last 90 days

### **? Monroe County residents (age 17 and under).**

Unless a patron age 17 or under has verification of their own, name and address verification of a parent or legal guardian is required.

Choose **one** from each list:

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## Name Verification

(Document must bear photo)

- Driver's License
- State ID
- Learner's Permit
- Consular ID
- Military ID
- Passport
- Student ID
- Birth certificate
- K-12 report card
- Social Security card\*
- Yearbook photo with name (current year)

\*Social Security numbers **are not recorded or included** in patron accounts.

## Address Verification

(Document must be current; PDF versions accepted)

- Bank statement\*
- Bill (credit card, phone, utility, etc.)\*
- Bursar's statement for campus housing
- Car registration
- Fishing or hunting license
- Insurance card
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\*Must bear a postmark and/or issue date within the last 90 days

Free Library cards are also available to **educators who work within Monroe County** but live outside its borders. Contact the Library for more information about applying.

Special card types

Students at participating Monroe County schools may get access to the Library's Online Resources through their school's Library eAccess Card program.

**Non-residents of Monroe County** may be eligible to borrow Library items through other options:

### ? Non-Resident Cards

**Indiana residents who live outside Monroe County** may purchase an annual Non-Resident Card for borrowing only at Monroe County Public Library. Currently the annual fee for Non-Resident Cards is \$60. Contact the Library to apply.

### ? Public Library Access Cards (PLAC)

Indiana residents who hold a valid borrower's card at the public library of their residence may purchase an annual PLAC card. As a statewide public library borrowing card, a PLAC allows for in-person borrowing of items from any public library in Indiana.

The current annual fee for PLACs, determined by Indiana State Library, is \$65.

Items borrowed on a PLAC must be returned to the library from which they were borrowed.

PLAC borrowers are subject to the lending policies of the libraries from which they borrow, and assume responsibility for all borrowed materials and any related charges.

Per Indiana State Library, **PLACs are issued to individuals**; no family PLAC cards are issued.

See Indiana State Library's [PLAC information](#) ..

### **? Indiana University Students** ..

Non-resident students attending Indiana University?Bloomington are eligible for a free Monroe County Public Library card. A Bursar's statement showing an on-campus housing charge or a Monroe County local address is acceptable as proof of address; Bursar's statements are accessible online through [One.IU.](#) ..

### **? Youth Starter Cards** ..

Patrons age 17 or under **not accompanied by a parent or guardian at the Library** may apply for a Youth Starter Card.

This card allows for borrowing one item at a time while the account remains in good standing. The previously borrowed item must be returned before another item may be checked out. To apply for a Youth Starter Card, the patron must:

- Reside in Monroe County
- Provide full name and birth date
- Provide contact information for receiving notifications

**A Youth Starter Card may be upgraded** upon meeting the identification requirements for a regular Library Card.

### **? Educator Card for Out of County Residents** ..

Educators employed at any pre-school or K-12 school within Monroe County are eligible for a Library Card for the duration of their employment.

Educator cards are issued for the benefit of Monroe County students, and may be used to check out items for educational use only. All regular Library Card policies apply to Educator Cards. See other options on this page for personal borrowing.

In addition to name and address verification, educators must verify employment for the current school year with one of the following:

- **School or Childcare ID badge**
- Copy of a **contract confirming employment**
- **Letter on school or childcare facility letterhead** from the school administrator or childcare director
- **Paystub** (paper or online)

Employment eligibility must be confirmed each year for renewal.

Updated October 25, 2016

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#### Links

- [1] <https://mcpd.info/howdoinwhatif-i-live-outside-monroe-county>
- [2] <https://mcpd.info/general/checkout-access>
- [3] <https://mcpd.info/category/blog/level>
- [4] <https://mcpd.info/blog/information-answers-reviews/study-rooms-library-call-does-today>
- [5] <https://mcpd.info/library-resources>
- [6] <https://mcpd.monroe.la.in.us/patronaccount/selfregister.aspx>
- [7] <https://mcpd.info/general/hours-and-locations>
- [8] <https://skyline.mccc.edu/scripts/wespa.dll?WService=wfFamHwemru01.w>
- [9] <https://www.mcpdlib.org/>
- [10] <https://mcpd.info/node>
- [11] <http://www.in.gov/library/bac.htm>
- [12] <https://one.iu.edu/>