



# Mat-Su Library Card Registration

Valid picture identification required.

Parent or legal guardian, with valid picture identification, must be present for **children under 18**.

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## Policy Statement

All residents and/or property owners in the Mat-Su Borough are entitled to a free library card. Nonresident and replacement cards are available for a fee. The Mat-Su Borough Assembly sets fees. All card types can be used at any Mat-Su Library Network Library.

## Resident Library Cards

To obtain a free library card and unrestricted borrowing privileges, an applicant must be a Mat-Su Borough resident or own property in the Mat-Su Borough, as described below. An applicant must present a valid picture ID and complete an application form.

- A Mat-Su Borough resident is a person who resides in the Mat-Su Borough with the intent to reside indefinitely in the Mat-Su Borough and to make a home in the Mat-Su Borough and does not claim residency in another borough
- A person who does not reside in the Mat-Su Borough but who owns property in the Mat-Su Borough and shows proof of land ownership (either through [matsugov.us/myproperty](http://matsugov.us/myproperty) or some other means) is also entitled to a free Library Card.

Cards for children under the age of 18 will be issued only in the presence of and with the signature of a parent or legal guardian. The parent or guardian must meet the same requirements as any adult applicant.

## Non-Resident Library Cards

Persons who are not a Mat-Su Borough resident and who do not own property in the Mat-Su Borough may apply for a library card if they regularly visit the Mat-Su Borough or will be staying in the Mat-Su Borough for an extended period. This library card allows the applicant to borrow no more than 3 items at a time. An applicant must present a valid picture ID, complete an application form, and pay the appropriate fee.

Fees for non-resident cards will be waived for any person who is employed by or volunteers for the City of Palmer, City of Wasilla, or the Matanuska-Susitna Borough or has a library card from a library participating in the Alaska Libraries' Reciprocal Borrowing Program. Proof of volunteer/employment is required.



**Initial the statement below that applies to you:**

\_\_\_\_\_ I am a Mat-Su Borough Resident

\_\_\_\_\_ I do not live in the Mat-Su Borough, but own land here.

\_\_\_\_\_ I will be staying in the Mat-Su Borough for an extended period and/or regularly visiting the Mat-Su Borough and I would like to purchase the card for \$10/4 months.

# Library Card Registration - PLEASE PRINT

Valid picture identification required. Parent, with valid picture identification, must be present for **children under 18**.

First Name MI Last Name

Mailing Address Apt. No

City State Zip Code

Date of Birth: MM / DD / YYYY Photo ID #:

Contact Phone: Email address

Physical address (if different from mailing) Apt. No

(or, for temporary card applicants, permanent mailing address)

City: State: ZIP Code:

## Parent/Guardian

First Name MI Last Name

Mailing Address (if different from above) Apt. No

City: State: ZIP Code:

Contact Phone: Photo ID:

### ALL APPLICANTS MUST SIGN THIS FORM

#### My signature means that:

1. I accept financial responsibility for any overdue fines, repairs, or replacement costs for any items borrowed under my name. I understand that should I fail to fulfill my financial responsibility this account may be sent to collections, and I will be responsible for the full amount owed as well as any collection fees.
2. I understand that my library card should not be loaned to others.
3. I accept responsibility for materials I check out with my library card, including those borrowed for someone else.
4. I understand that I must return all overdue items and pay all fines before checking out additional items.
5. I will notify the library immediately if this card is lost, stolen, or if there are changes to my name or address.
6. I understand the Library does not restrict access to any materials in any format.
7. I understand that my library privileges may expire if my card is not used to check out materials physically located in a MSLN library for a period of two (2) years.
8. I certify that all information I have completed on this form is true and correct.

#### For Parent/Legal Guardian: My signature means that:

1. I am the parent and/or legal guardian of this child.
2. I am aware there are no age restrictions for use of library materials of any kind.
3. I accept responsibility for my child's selection of materials.
4. I understand that my child's library card should not be loaned to others.
5. I accept responsibility for materials my child checks out for someone else.
6. I accept financial responsibility for any overdue fines, repairs, or replacement costs for items borrowed under my child's name. I understand that should I fail to fulfill my financial responsibility this account may be sent to collections and I will be responsible for the full amount owed as well as any collection fees.
7. I will notify the library immediately if my child's library card is lost, stolen, or if there are changes to my child's name or address.
8. I am aware that my child's card expires on his/her 18<sup>th</sup> birthday and at that time he/she must reregister for an adult card.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Use Only – ID: \_\_\_\_\_ Road Service: \_\_\_\_\_ Barcode No.: \_\_\_\_\_ Staff Initials: \_\_\_\_\_