

Library Cards Policy

Library cards are issued free of charge to any Allegheny County resident.

A library card is required to check out library materials. An exception may be made if you can show photo ID and recite your address and phone number. Your card is necessary to check out materials at Express Checkout stations.

Applicants may register for a library card in person at the Library or online at www.twpusc.org/library/register (see ATTACHMENTS).

If registered online, applicants must visit the Library in person to receive a permanent card.

Registration is valid for two years.

Allegheny County Residents

- Applicant must show proof of identity and current address. A Pennsylvania Driver's License is preferred.
- A utility bill, checkbook, mail or lease agreement may be used as proof of address.
- Applications for children under the age of 16 require a parent or legal guardian signature.
- Children's registrations must be signed by their legal parent or legal guardian at the Library.
- The parent or legal guardian (does not include grandparents, caregivers, aunts or uncles unless said person is the legal guardian) must have proper identification and proof of current address.
- Library cards issued by any Allegheny County EIN member library may be used at any other county library.
- Library card users may have only one active card at a time.
- There is no charge for the initial card. There is a \$1 replacement charge for a lost card.

Non-Allegheny County Residents

- Non-Allegheny County residents who have a valid card from a library participating in ACCESS Pennsylvania may obtain a card free of charge.
- The valid library card must be accompanied by up-to-date identification (same as what is required for Allegheny County residents).

Organizations

- Must complete the organization cardholder application (see ATTACHMENTS).

Special Situations

- A temporary library card will be issued at the discretion of the Library Director or Circulation Coordinator for out of state visitors, temporary residents, or college students.