

Library Cards Policy

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

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.
- It is our policy to require a library card for checkout of library materials. An exception may be made if a Patron can show photo ID and recite their address and phone number.

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.

10/2010