

# Getting a Library Card

Library cards are free to Riverside residents and nonresident owners of a taxable Riverside business or property. Your Riverside library card can be used at all public libraries in Illinois, although additional registration may be required. Most local libraries, however, are members of our SWAN consortium and your card can be used to check out materials without additional paperwork.

Please contact the Patron Services desk with questions. Emails noted below can be sent to [patronservices@riversidelibrary.org](mailto:patronservices@riversidelibrary.org).

## Who can get a Library card?

### Resident and Riverside Business/Property Holder Cards

#### Register for a New Card:

**Adults:** Adults can register for a card in person or by email. You will need a valid driver's license or state ID with your current Riverside address. If the address on your ID is not current, bring in a current utility bill, bank statement, mortgage, lease, or tax bill. If registering via email, send a photo of yourself holding your ID and your phone number to Patron Services.

**Youth and teens under 18:** A parent or guardian can register for a card for their youth or teen under 18 in person or by email. The parent or guardian must have valid identification and supply the birthdate of the minor. If registering via email, a parent can email a photo of themselves holding their ID along with the youth to Patron Services. In the email, also include the youth/teen's birthday. The parent or guardian is responsible for any material taken out on a youth card.

**Nonresident owners of a taxable Riverside business or property:** Apply for a card by presenting a valid driver's license or state ID and either a current tax bill or a letter on business stationary requesting such service that is signed by a business owner or officer. If registering via email, contact Patron Services for more information. Only one card may be issued to a property or business owner.

#### Renew Your Card:

Riverside Library cards no longer have a fixed expiration date. Cards remain in the database without expiring as long as the card is being used and the card holder is still a Riverside resident, owner of a Riverside business or owns property in Riverside. Nonresident business or property owner cards are valid until a business closes or moves out of Riverside or the property owner sells their house. If a Riverside resident is listed as having a new address outside of Riverside, we will attempt to contact the patron to verify residency. If any Riverside card is not used for two years, the card will be removed from the database.

**Notify the library if:**

- Your card is lost or stolen. Any material checked out on a card up to the time it is reported lost or stolen is the responsibility of the card holder.
- You have a change in address, name, telephone number or email address.

**Nonresident Library Card**

People who live in an unincorporated area near Riverside (Riverside Lawn), who do not pay property taxes to the library, may purchase a library card annually that will give them full privileges at the Riverside Library. All members of a household can receive a card for a single fee. Illinois Public Act 92-0166 (Nonresident Service) provides the rules and regulations through which nonresidents may obtain a library card. Currently, the law states that nonresidents must apply for a card at the "closest public library".

**Register for a New Card:**

Adults: To register for a card, please bring a valid driver's license or state ID with your current address. In addition, please bring in your lease or the second installment of your tax bill. To see the estimated cost of a Riverside Library card, use our Nonresident Fee Form.

Youth and teens under 18: A parent or guardian with valid Nonresident identification (state ID and lease or second installment of tax bill) is needed to get a card for youths and teens under 18. The parent or guardian is responsible for any material taken out on a youth card.

**Renew Your Card:**

Nonresident cards are valid for 1 year. Renew your card by providing a new Nonresident Form along with a copy of the current second installment tax bill or current lease and paying the Nonresident annual fee.

**Library Catalog Access and Communications**

Patrons can place holds and check item due dates using the "My Account" tab on the website and logging into the catalog with their card number and pin. If you have forgotten your pin, you can reset it in the catalog, in person or by calling the library.

You can receive hold and overdue notices via Email, Text, or Automated Phone Call. You can change your preference in-person or by calling Patron Services.