Library Cards

A valid library card in good standing is required to borrow materials and use some services from the St. Charles City-County Library.

In order to register for a Library card, an applicant must provide:

- Name
- Permanent address of residency (P.O. Box only is not proof of residency)
- Birthdate of applicant
- Telephone number or email address
- For business, organization, and school cards, authorizing documentation

Acceptance of a Library card constitutes an agreement to abide by rules set forth by the Library regarding use of the card and signifies responsibility for any late charges, fees, damages, or loss of materials which may result from the card’s use.

The Library retains the right to modify the limits for certain cardholders.

Categories of library cards include:

- **Resident** Persons with a permanent address within St. Charles County
  - **Adult 16+**
  - **Minor 0 - 15 years old** Appropriate identification of the parent or guardian is required when responsibility is assumed by such person. Applicants aged from birth through 15 years old must be present when registering for a Library card.
- **Non-resident taxpayer** Persons who own property within St. Charles County but whose residence is outside of the county.
- **Reciprocal borrower** A person living within the service area of a library with which the St. Charles City-County Library District has a reciprocity agreement.
- **Non-resident borrower** Persons who reside outside of either St. Charles County or any reciprocal library service areas may purchase a card by paying the non-resident fee.
- **Business/Organization** An account for businesses or organizations with addresses within St. Charles County. The owner/manager/director provides the required documentation for a card and designates authorized users of the account.
- **School (K-12) card** An account for schools with addresses within St. Charles County. The superintendent/principal or other authorized official provides the required documentation for a card and designates authorized users of the account.
- **Semester student card** Students enrolled in schools/colleges/universities located within St. Charles County, who are not permanent residents of St Charles County, are eligible for the type of card.
- **Temporary resident card** For persons who will temporarily reside in St. Charles County, generally for less than 6 months.
- **Outreach Organization card** An account for organizations formally partnering with the St. Charles City-County Library through the Outreach Services Department.
- **Home delivery card** A card for individual/family arrangements made for residents formally partnering with the St. Charles City-County Library through the Outreach Services Department.

(Formerly policies: C032/revised 4/14/86 & 3/12/90; C288/revised 4/10/78 & 3/12/90; and C032.1/revised 3/12/90 & 6/13/94; C232 Revised 3/14/05 & Effective 5/1/05); (Approved
8/13/2007); (Revisions proposed for 1/12/09; Approved 4/11/09 & Effective 7/1/09); (Further revisions effective 8/11/09); (Further revisions approved 5/10/10) (Further revisions approved 8/14/12, 12/11/18).