

Library Card Application / Renewal

Residents must provide current valid ID and proof of mailing address.

Non-residents must provide valid ID, temporary address and proof of permanent address.

Free: Resident Military personnel & dependents stationed in Hawaii

Fee (Non-Resident): \$25 (valid 5 years) \$10 (valid 3 months)

Replacement Card: \$5

■ **Please Print Full Legal Name**

Name _____
LAST FIRST MIDDLE

Local mailing address _____
STREET OR P.O. NO. APT. NO.

City _____ State _____ Zip _____

Telephone (Home) _____ (Business) _____ (Cell) _____

Preferred Notification of Reserved or Overdue items (check one only): E-mail Postal mail

E-mail address _____

■ **Please fill out this section only if you are a Non-Resident.**

Effective dates for local address: From _____ / _____ / _____ To _____ / _____ / _____
MONTH DAY YEAR MONTH DAY YEAR

Out-of-State mailing address _____
STREET OR P.O. NO. APT. NO.

City _____ State _____ Zip _____

■ **Please fill out this section if you are under 18. Parent/Guardian ID and signature required for child under 18.**

Minor's Birthdate _____ / _____ / _____
MONTH DAY YEAR

Parent/Guardian's name _____
LAST FIRST MIDDLE

Mailing address (if different from Minor's) _____
STREET OR P.O. NO. APT. NO.

City _____ State _____ Zip _____

No Internet Access: I do not want my child (under 18) to use the Internet in a public library.

■ **Signature is required to receive a library card:**

I attest that the information on this application is true and correct. My signature on this card indicates my agreement to follow the Library's rules and policies in exchange for access to the Library's collections and services. I accept responsibility for all the materials charged to this card, including fines, fees, and charges assessed to it. I shall promptly notify HSPLS of any changes to my library account information, including but not limited to, mailing and/or email addresses, or name change. I will report loss or theft of this card and understand that I may be responsible for library material borrowed with a lost or stolen card. I have been provided with a copy of the HSPLS library card terms and conditions.

APPLICANT'S SIGNATURE DATE

I attest that I am the applicant's parent/guardian and will be financially responsible for borrowed materials, fines, fees, and charges associated with the use of this card.

PARENT/GUARDIAN'S SIGNATURE DATE

Staff Use Only>

CUSTOMER BARCODE #

SCHOOL VISIT

Hawaii Administrative Rule §8-200.4: Definitions:

“Adult” means a person eighteen years of age or older. “Non-resident” means a person who has not established legal permanent residence within the State. “Parent” means the lawful and/or natural father or mother of a person. “Resident” means a person who has established legal permanent residence within the State.

Hawaii Administrative Rule §8-200.6-2 Library Card:

(c) Applicants for library cards may verify their identification using one or more of the following picture IDs to satisfy the required proof:

- (1) Current driver’s license;
- (2) Current State of Hawaii identification certificate with expiration date;
- (3) Current passport;
- (4) Current military identification;
- (5) Current school identification;
- (6) Current alien registration card;
- (7) Any current identification issued by any government agency;
- (8) Current company-issued ID.

(d) Applicants may verify their current address using documents such as:

- (1) Valid State of Hawaii driver’s license;
- (2) Valid State of Hawaii identification card with expiration date;
- (3) Checkbook with name and address imprinted;
- (4) Current rental agreement;
- (5) Current utility bill;
- (6) Proof of any insurance coverage issued to the person;
- (7) Postmarked envelope mailed to customer within the last 14 days.

(l) An application shall be denied if it is incomplete, or if any information provided is false or fraudulent. Photocopies or other reproductions of any document shall not be accepted unless accompanied by the original.

(m) Library customers shall promptly notify HSPLS of any changes to their library account information, including, but not limited to address or name changes. Library customers shall be responsible for all fines, fees, or charges that result from the failure to do so.

(n) Library customers shall be responsible for all library materials and library services charged to their library cards, including, but not limited to loss of or damage to library materials. Library customers shall promptly notify HSPLS of the loss or theft of their library card. The failure of a library customer to promptly inform the public library that the customer’s card has been lost or stolen may cause the customer to be responsible for library material borrowed with a card that was lost or stolen.

(o) A library card may be revoked immediately if any information given on the application, or provided as proof of identification or address, is proved false.

(HAR effective 5/24/2010)