



Library Card Registration

Updated March 2022

Eligibility

Anyone age 5 or older who lives, works, goes to school, or owns property in Lawrence County may obtain a free library card. The place of work or school must have a physical location in Lawrence County. Paid mailbox services or post office boxes may be used for mail service but will not be considered a physical residence. Non-residents may obtain a library card with limited checkout privileges and no digital access for an annual fee (see Fee Schedule). Individuals who have accounts with other libraries within the Black Hills Library Consortium that are blocked due to fines or replacement costs exceeding ten dollars will not be permitted to obtain a card until the account has been settled with the other library. Consortium libraries include Lead, Deadwood, Whitewood, Sturgis, Piedmont, Rapid City, Custer, Edgemont, Keystone, Wall, Hermosa, and Hill City.

Proof of Identity/Eligibility

Applicants must provide a photo identification card. Acceptable forms include a valid driver's license, state identification card, passport, or student identification card. They must also provide proof of current address. Acceptable forms include a utility bill, rental agreement, lease, paystub, or official correspondence from a government agency. If their physical residence is not located in Lawrence County, proof of employment (a current paystub), school attendance (student ID), or property ownership (property tax document) may be presented to obtain a free card. In the case of a child, the signing parent or guardian must provide these documents or have a valid library card previously established. A parent or guardian may not sign for a card for his/her child if they have a card that is blocked for any reason.

Application

Persons 16 years or older must fill out an application giving their name, address, and contact information. Applicants under 16 years of age must provide the same information as well as the signature of a parent or guardian accepting responsibility for the child's use of the library card. Children must be at least five years old to obtain their own library card. Teens ages 16-17 may obtain a restricted card without a parent's signature but must have permission of a parent or guardian to check out movies.

Temporary cards

Temporary cards may be issued to patrons who do not have proof of local address at the time they request a card, to be used until the proper documentation can be procured, not to exceed one month from initiation of the account. Temporary cards allow checkout of no more than three items at a time and do not provide any interlibrary loan privileges.

Replacement Cards

Patrons will be charged a fee to replace lost cards. (See Fee Schedule)