

## This seems very complicated. . .

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The process for obtaining a Franklin Square Public Library card may seem cumbersome, but it is Policy that is determined by the Library's Board of Trustees (made up of your neighbors).

It is to ensure that only those who pay taxes to the Franklin Square school district are entitled to a library card.

## What if I cannot provide this ID?

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We have a selection of adult and children's books that are available to take home on the honor system.



19 Lincoln Road  
Franklin Square, New York 11010  
516-488-3444  
franklinsquarepl.org

MaryAnn Tweedy, Director

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# Applying for a library card



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# Applying for a Franklin Square Library card

## Who is eligible for a Franklin Square Library card?

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If you reside in School District #17, you are entitled to a Franklin Square Library card. Not all addresses in Franklin Square are eligible, so a Clerk at the Circulation Desk will ask to see your ID.

*Sorry, no PO BOX addresses may be accepted.*

## How do I apply for a library card?

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You will need 2 current forms of ID with your address, one of which must be a photo ID.

## What types of ID are accepted?

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**All identification must be current.  
Bills must be within the last 30 days.**

### Photo ID

Driver's License  
Non driver photo ID card  
Current student ID card

### Other form of ID

Tax bill  
Bank statement  
Car registration  
Cell phone bill  
Proof of car insurance  
Utility bill

## What do you mean my card is expired?

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All library cards need to be renewed/updated every 3 years. We will ask you to verify your address, telephone number, email address, and cell phone number.

## How do I renew my library card?

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Please bring in your expired library card and show 2 current forms of ID with your address, one of which must be a photo ID.

## How do I get a library card for my child?

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Only a parent or legal guardian may apply for a child's card. To apply for a child's library card, the parent or legal guardian must present his/her own ID. In addition, the child must be present to apply for the card. Children not yet in 1st grade may obtain a library card upon Parent or Legal Guardian's request.

## How do I renew my child's library card?

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Only a parent or legal guardian may renew a library card for a child. To renew the card, the parent or legal guardian must present his/her own ID. In addition the child must be present to renew the card.

## How long does this take?

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Please allow the Circulation Desk staff to process your application and prepare your card. It takes about 15 minutes. Feel free to browse the collection.

## What if I lose my library card?

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Please let us know if your library card has been lost or stolen. We will freeze your account for your security. A fee of \$3 will be charged for a replacement. We ask you to present 2 forms of ID in order to process a new library card.