BETHEL PARK PUBLIC LIBRARY

POLICY NUMBER: 103
TITLE: Library Card Registration Standards
DATE ISSUED: June 2009; Revised 7/2017; November 2026

A. ELIGIBILITY

1. Any resident of Allegheny County or any resident of Pennsylvania with an ACCESS PA library card are entitled to a free library card at any library within Allegheny County.
2. Only one library card is needed for use in any of the Allegheny County Library Association member libraries (see Appendix A).
3. Individuals that live outside of Pennsylvania must pay a $60 fee for a two-year access period.
    a. Visit the Out-of-State Library Card portal at https://aclaoutofstatecard.org/ to make payment. Keep a screenshot or receipt of proof of payment.
    b. Send the payment receipt and a photo of your government Photo ID with your current address to ACLA Library Staff at acla@aclalibraries.org for verification.

B. REGISTRATION OF BORROWERS

1. Adults must present a photo I.D. with a current mailing address or a photo I.D. with a utility bill that shows a current mailing address to apply for a library card.
2. Children ages 5-17 may also apply for a library card. A parent or guardian must present proper I.D., as outlined above, and provide a signature taking responsibility for items borrowed on the child's card.
3. Library cards are issued at no charge to eligible patrons and are valid for two years.
4. Library cards are renewed without charge upon verification of patron address, telephone number and email address.
5. Library cards may be used immediately upon registration.
6. Online registration for a library card is available to residents of Allegheny County (18+) at https://selfreg.einetwork.net/.
    a. If the system is unable to verify your information, you will be issued a temporary library card that allows you access to online resources for 14 days. To upgrade to a card with full borrowing privileges, visit any County library with proof of ID and current address.
    b. If seeking a library card for a child, business, or organization, visit your local library in person.

C. LIBRARY CARD REPLACEMENT

1. Replacement cards will be issued at a cost of $1.00 per card.

D. BORROWER RESPONSIBILITIES

1. Borrowers are responsible for the following:

a. All library materials borrowed on their library card (regardless of if materials were borrowed by the card holder or others)
b. All late fees incurred on their library cards by themselves or others
c. The replacement cost of lost or damaged library materials
d. Reporting name and/or address changes to the library
e. Reporting lost or stolen library cards

APPENDIX A

ACLA MEMBER LIBRARIES

ACLA (Allegheny County Library Association)
ACLA Mobile Library Services
Andrew Carnegie Free Library (Carnegie)
Avalon Public Library
Baldwin Borough Library
Bayne Memorial Library (Bellevue)
Bethel Park Public Library
Braddock Carnegie Library
    Turtle Creek Branch
Brentwood Library
Bridgeville Public Library
C. C. Mellor Memorial Library (Edgewood)
    Forest Hills Branch
Carnegie Library of McKeesport
    Duquesne Branch
    Elizabeth Forward Branch
    White Oak Branch
Carnegie Free Library of Swissvale
Carnegie Library of Homestead
Carnegie Library of Pittsburgh
    Allegheny
    Beechview
    Brookline
    Carrick
    Downtown & Business
    East Liberty
    Hazelwood
    Hill District
    Homewood
    Knoxville
    Lawrenceville
    Library for the Blind
    Mt. Washington
    Oakland (Main Library)
    Sheraden
    South Side
    Squirrel Hill
    West End
    Woods Run
Carnegie Museum of Natural History Library
Clairton Public Library
Community Library of Allegheny Valley--Harrison
    Community Library of Allegheny Valley--Tarentum
Community Library of Castle Shannon
Cooper-Siegel Community Library (O'Hara Twp)
    Sharpsburg Branch
Coraopolis Memorial Library
Crafton Public Library
Dormont Public Library
F.O.R. Sto-Rox Library (McKees Rocks)
Green Tree Public Library
Hampton Community Library
Jefferson Hills Public Library
Millvale Community Library
Monroeville Public Library
Moon Township Public Library
Mt. Lebanon Public Library
North Versailles Public Library
Northern Tier Regional Library
    Pine Center Branch
Northland Public Library
Oakmont Carnegie Library
Penn Hills Public Library
    Lincoln Park Branch
Pleasant Hills Public Library
Plum Community Library
Robinson Township Library
Scott Township Library
Sewickley Public Library
Shaler North Hills Library
South Fayette Township Library
South Park Township Library
Springdale Free Public Library
Upper St. Clair Township Library
Western Allegheny Community Library
Whitehall Public Library
Wilkinsburg Public Library
    Eastridge Branch