

## **How do I Get a Library Card?**

Library card privileges are extended to all residents of West Virginia free of charge. Residents of following regional counties outside West Virginia are also within our service area and are eligible to receive free library cards:

Ohio: Lawrence, Gallia, Scioto, Jackson, and Meigs

Kentucky: Greenup, Johnson, Carter, Lawrence, Boyd, Martin, Floyd, Pike, Elliott

Library privileges include the right to borrow print and audiovisual materials and the ability to remotely access the Library's subscription electronic databases including downloadable audiobooks. Cards are good at any member library of the Western Regional Library System: Cabell, Wayne, Mingo, Logan, Lincoln, and Putnam.

Individuals residing outside our service area and West Virginia may apply for downloading/borrowing privileges through the same process as described below. A check or money order for \$30.00 made out to Cabell County Public Library (for one year and needs to be renewed after a year) must accompany these applications. Call the Circulation at the Main Library 304-528-5700 for details.

Notify the library immediately if your card is lost or stolen either in person or by telephone. This will prevent unauthorized use of your library card. You are responsible for all charges incurred by an unauthorized user until the library card is reported lost or stolen. The charge for the first replacement card is \$0.50. The fee doubles for each subsequent replacement card. You must provide photo identification to receive a replacement card.

If you are out-of-state and out-of-service area, you can apply for card for a \$30.00 fee. You will be required to send in an application and copies of correct documentation.

Documentation Needed:

A valid photo identification card issued by a school, government agency, or employer. Examples are: a driver's license or instruction permit; a passport.

- A document verifying current address. The following are considered acceptable: a residential property tax statement for a West Virginia residential property with the name of the applicant, a copy of a current utility bill displaying the current residential address and name, a bank checkbook with current address imprinted on check, a current bank statement, or any piece of canceled mail postmarked within the previous week.

## **Apply for a Library Card by Mail**

Individuals residing within our service area but outside the Western Counties Regional Library System can receive free library cards without applying in person. Applicants can send a completed application form, along with photocopies of the appropriate documents to:

Circulation Dept.  
Cabell County Public Library  
455 9th Street  
Huntington, WV 25705

A library card will be sent out upon receipt of proper documentation. Cards received by mail can be used to access the Library's subscription electronic databases and download audiobooks, but cannot be used to borrow material. These limited privileges may be upgraded to full borrowing privileges at any time by visiting one of the Western Regional Library System member libraries and showing proof of identification.

## **Apply for a Library Card Online**

You can apply for a library card online by filling out our application [here](#) and emailing it to [circulation@cabellcountylib.org](mailto:circulation@cabellcountylib.org) or [sara.ramezani@cabellcountylib.org](mailto:sara.ramezani@cabellcountylib.org)

If you apply online we will email your library card number within 2-4 days. Once you receive it, your card number can be used immediately for our online services only. When you receive your physical card in the mail, stop in any Western Counties Regional Libraries in our system to activate it by showing your photo ID with your current address. You can also use our drive-thru services to activate your card.

## **PIN (Personal Identification Number)**

Anyone can search the catalog, but to place a hold, renew or view your library record, you will need your library card number (the 10/14 digit number located under the barcode on the back of your library card) and a PIN. You can obtain your PIN by visiting any of our libraries and upon presentation of identification we will give you your PIN. This is necessary to assure the confidentiality of our library patron records. If you forget or lose your PIN, you will need to come to the library with proper ID. If you have an e-mail linked to your library account you may also request your PIN via e-mail [circulation@cabellcountylib.org](mailto:circulation@cabellcountylib.org), or change your existing PIN. You may do this at:

[How To Change Your PIN](#)



CABELL COUNTY  
PUBLIC LIBRARY

# LIBRARY CARD APPLICATION

304-528-5700 Tel.

304-528-5866 Fax

[circulation@cabellcountylib.org](mailto:circulation@cabellcountylib.org)

FULL LEGAL NAME: \_\_\_\_\_

1. CURRENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SOCIAL SECURITY #(OPTIONAL): \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

DRIVERS LICENSE #/STATE: \_\_\_\_\_

2. SECONDARY ADDRESS (OPTIONAL): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

*I accept full responsibility for all use made of my library card and will immediately report loss, theft, or unauthorized use of my library card to the library. I understand that the library will pursue all legal means available to reclaim unreturned materials.*

PATRON SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(Or parent's/guardian's signature if applicant is under 12 years of age)

PARENT'S/GUARDIAN'S NAME (print) \_\_\_\_\_

## FRIENDS OF THE LIBRARY

The Friends of the Cabell County Public Library provides support for the programs, special activities, and staff of the Cabell County Public Library. The Friends work to raise awareness of the valuable services provided by the Library to the community. There is a modest membership fee.

Are you interested in becoming a member of the Friends of the Library?      Yes      No

Would you like to receive updates about library programs and services?      Yes      No

### FOR STAFF USE ONLY

USER PROFILE: \_\_\_\_\_ STAFF INITIALS: \_\_\_\_\_

PIN #: \_\_\_\_\_ PATRON BARCODE #: \_\_\_\_\_

LIBRARY LOCATION: \_\_\_\_\_

SCAN FOR  
OUR WEBSITE

