

# How to Get a Library Card



Those who meet one of the following requirements may receive a free library card:

- Resides in Okaloosa County
- Owns a business and/or pays property taxes in Okaloosa County
- A student or faculty member at a college or university

in Okaloosa County

- Active military and their families living in Okaloosa, Santa Rosa, or Walton Counties
- Employees of Okaloosa County or a member city
- Online only accounts are available to residents of Okaloosa County

Non-resident, living in PLAN service area are considered in-network (residents of following counties: Escambia, Santa Rosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Gulf, Gadsden, Liberty, Franklin, Leon, Wakulla, Jefferson). Must apply and pay \$40 per family (12 months) in person. In-network family membership fee applies to only one adult member of the family, other members in the family are given a courtesy account with no additional fee.

Non-residents, living outside of the PLAN service area (listed above) are considered out of network. Must apply and pay \$30 per library account (6 months) in person.

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## **What identification is required to get a library card?**

Customers need to provide a valid photo ID and verification of residency to receive a library card. Proper forms of ID include: Driver's License, State Identification card, Military ID or Passport. Items for verification of residency include checkbook, rental agreement (in your name), business mail (addressed to you) or utility bill (addressed to you).

Property and business owners may present the most recent tax bill or business license as their proof of residency.

College or university students, faculty members, and employees of Okaloosa County should present a current and valid ID from their school or employment.

Personal letters are NOT accepted as proper verification of address.

### **How do I manage my account online?**

In order to utilize the online account management option, you will need to follow specific instructions to access your account. With online account management, you can view your checkouts, reserve material, and renew items (which are not overdue). [View instructions for online account management and benefits.](#)

### **I'm under sixteen, can I get a library card?**

If you are under the age of sixteen you are required to have the permission of your parent, guarantor or legal guardian before you can have a library card.

### **I'm visiting the area, can I use the library?**

Library visitors who do not live in our service area may purchase a membership to our library. The card allows full access to library materials and services for a period of one year. If you wish to use the library computers, you may do so as a guest for computer use only. For assistance, please see the library's circulation desk personnel.