



Pueblo City-County Library District

Library Card Application

Please Print _____
Last, First, Middle Names

If a minor, please list Parent/Guardian Name below

Please Print _____
Last, First, Middle Names

Birthdate ____/____/____

Street Address _____

Mailing Address if different (P.O. Box) _____

City _____ **Zip Code** _____

Proof of address will be required to verify the library card.

Email _____ **Phone** _____

Applicant or applicant's parent/guardian must provide a photo ID to proceed with application.
A proof of address is required for full library privileges.

By signing a library card, you accept responsibility for all fines incurred and for lost or damaged materials borrowed on the card. The library card will be activated within 7 days.

For library staff use only:

Library Card # _____

Is Address Verified?

☐ Yes

☐ No

Staff Initials _____

Date of Outreach _____

Staff Procedures:

- 1) Check Koha for a duplicate user. If this user already exists, use this form to update any information.
- 2) If this user does not already exist, create a new user following the procedures and guidelines in the Circulation Training Modules.
- 3) Select UNVERIFIED if the staff member was unable to verify the address.
- 4) Use birthdate for PIN in mmddyyyy format
- 5) If an email is provided, type EMAIL for notification method. If an email is not provided, type PHONE.
- 6) Verify ID or Guardian's ID
- 7) Use your initials in the notes field.
- 8) Shred application.