

Registration (users age 18 or more)

An applicant for a Ligonier Public Library (LPL) Evergreen Indiana library card must present the required Proper Identification in person at the Ligonier Public Library. Owners of property within the LPL library district who do not reside in Indiana will be required to show proof of real property ownership, such as a tax bill or deed.

Proper Identification* must be presented to apply for an Evergreen Indiana library card. Recommended options for Proper Identification is one of the following, provided the item is a photo ID: Examples of acceptable verification of identity and address:

1. valid Indiana Driver's License
2. valid Indiana State Identification
3. valid U.S. or other Government issued Identification (e.g., passport, military ID, permanent resident card issued by Department of Homeland Security or Immigration Services, or Mexican Consulate card)
4. valid Identification from another State (e.g., Driver's License)

If the presented Photo Identification does not display a current address located within the library district, the applicant must also present one item from the Proof of Residency List to establish residency. The ID presented from the Proof of Residency List must include a current address:

1. computer generated bank statement issued in applicant's name within the last 30 days
2. computer generated utility, credit card company, doctor or hospital bill, issued in applicant's name within the last 30 days
3. Medicaid or Medicare benefit statement issued in the applicant's name within the last 30 days
4. Change-of-address confirmation from the United States Postal Service showing current address of residence
5. Apartment lease signed within the last 30 days
6. Property tax receipt issued in applicant's name
7. A piece of mail that has gone through the postal system to show receipt

*In case of no photo ID being present, two other government forms of identification may be used such birth certificate and social security card. They must still bring proof of residency.

In the case that the card is being issued to a sponsored minor, the sponsoring adult's identification information should be presented and entered into the patron record when creating the minor's record.

Registration of Minors

Note: Children are eligible to receive a library card on or after their fifth birthday.

DEFINITION: For library registration purposes, "minor" is defined as anyone under 18 years of age.

A parent or guardian must sign the minor's application card at the library. The parent or guardian must present proof of residence within the library district to obtain the card at no charge. A minor may present their own photo ID in lieu of a parent's, but parent information should be entered as well.

Educational Library Card for Students / Teachers Living Out of the Library District

Public school students who reside outside the library district of Perry Township, but who attend school at West Noble School Corporation are eligible to receive a Student Library Card at no charge. In addition, non-resident students enrolled in a non-public school which is located at least in part in the library district are entitled to a free student card. The Educational Library Card is specifically allowed by Indiana law IC 36-12-2-25(d) and P.L.1-2005, SEC. 49, and by a determination by the Ligonier Public Library Board of Trustees.

Non-Resident teachers and teacher's aides employed by public or private schools within the LPL library district are also eligible for a free educational library card. A pay stub or proof of employment is required in addition to the normal documentation. The Educational library card is a blue Evergreen Indiana card. Access is limited to Ligonier Public Library materials.

Outreach Card for Organizations

An Educational Library Card is available for Organizations located in the LPL district. To apply, formal documentation of the school or nursing home (990, tax exempt status, founding documents, any other government documentation) must be presented to prove location is within the district. A document on letterhead of who may use the card and acceptance of the organization that any lost items will be the responsibility of the organization to pay for replacement. It will be the responsibility of the organization to update information when specified employees leave their organization. Outreach library card is a blue Evergreen Indiana card. Access is limited to Ligonier Public Library materials.

Non-resident card:

If you live in an area without library service, you can obtain a non-resident library card good for 1 year. The 2025 fee for a non-resident library card is **\$64.25** per year.

PLAC

The *Public Library Access Card (PLAC)* is the name for the statewide library card which allows patrons to borrow materials directly from any public library in Indiana. Any individual who holds a valid Indiana public library card may obtain a PLAC card. The cost of the card is \$70.00 and it is valid for 1 year.