

Library Cards

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Registration

Suburban Ramsey County residents

Any resident of suburban Ramsey County may apply for a free library card at any of the public libraries in the Ramsey County system. Applicants will be required to show picture ID and proof of current address. Temporary Ramsey County residents such as college students may obtain a Ramsey County Library card by showing a picture ID and proof of current residency.

Children

Children are encouraged to have their own library cards. Minors under 15 are required to have a parent or legal guardian present in order to obtain or replace a library card. Additionally, they must be accompanied by a parent or legal guardian in order to assign or change their PIN. Children 15 years of age and older may obtain a card without a parent or legal guardian, but must be able to show a picture ID and proof of current address. With proper identification, a parent or legal guardian is authorized to impose specific restrictions on the library records of their minor children.

Parental Responsibility Statement

Parents are responsible for their own children's library use. Only the parent or guardian may restrict their children's (and only their children's) access to library materials and services. With proper identification, parents may also impose specific restrictions on the library record of their minor child. The Library staff will attempt to honor those restrictions where technologically feasible.

Twin Cities Metro Area residents

Through agreements with the Metropolitan Library Service Agency (MELSA), residents of the 7-county Twin City metro area who do not live in suburban Ramsey County may apply for a card from their home libraries at any Ramsey County Library by showing picture ID and proof of current address. Children applying for MELSA cards must have their parents with them to show picture identification and verify their address if they wish to check out materials with their application. Individuals who already have a library card from one of the other metro libraries may register it for use in the Ramsey County system by showing their library card and a picture ID.

The Metropolitan Library Service Agency is a cooperative organization of the following public libraries and systems:

Anoka County Library
Carver County Library
Dakota County Library
Hennepin County Library
St. Paul Public Library
Scott County Library
Washington County Library
Columbia Heights, South St. Paul, Bayport, and Stillwater are associate members

Minnesota residents

Other Minnesota residents may register their home library cards for use in the Ramsey County system by showing their library card, a picture ID, and proof of current address.

Non-MELSA Minnesota residents cannot apply for a library card at a Ramsey County Library, but must apply in their home library systems.

Non-residents

MELSA libraries have jointly agreed to a non-resident card policy. Non-residents without a valid library card in a reciprocating jurisdiction may purchase a non-resident card for \$60. Non-resident cards will expire one year from the date of issue. Non-resident cards may only be used in the library system that issued the card. The 3M CloudLink collection will not be available to non-resident card holders.

Patrons with disabilities

Patrons who are prevented from normal use of a library or library materials due to a disability may ask for a special status (PD-persons with disabilities). Patrons with this status are exempt from library overdue charges, but are required to pay for lost or damaged items. Patrons are responsible for identifying themselves as eligible for this status.

Nursing homes/Homebound volunteers

Official Ramsey County Library volunteers providing service to nursing homes or to homebound individuals will be issued a Volunteer library card upon furnishing a picture id and proof of current address.

Homebound persons themselves may apply for a homebound card by verifying their identification with a picture ID and proof of current address.

Nursing homes may also apply for a Volunteer card; however, an employee must be designated as the individual responsible for the materials checked out and a letter with the Nursing Home letterhead must be on file in the Library offices

Individuals with a homebound status and library volunteers working with nursing homes do not accrue overdue charges

Patrons without a Permanent Address

Ramsey County Library will provide temporary library cards for individuals who identify themselves as not having a permanent address. These registrations are solely for the purpose of accessing the library's public Internet terminals and may not be used to check out library materials.

Safe at Home Program

The Library subscribes to the Minnesota Secretary of State "Safe at Home" Address Confidentiality Program. Any adult applying for a library card and who is in possession of an official Program Card will be registered using the Program address.

Companies

Companies in suburban Ramsey County may apply for a library card. A letter on the company's letterhead must be on file in the Library's Administrative Office indicating a person designated as the individual responsible for the materials checked out and for paying overdue or other charges.

Schools and Day Care Centers

Schools and day care centers in suburban Ramsey County may apply for a library card. However, an employee must be designated as the individual responsible for the materials checked out on the card and a letter on the school or day care letterhead must be on file in the Library's Administrative Office indicating the responsible person's name and the school or day care center's agreement to be responsible for items checked out and any overdue charges.

School Delivery Program

Schools participating in their District's School Delivery Program may apply for a library card. An employee must be designated as the contact person. The District is responsible for lost or damaged items, but is not responsible for overdue charges.

Lost or Stolen Library Cards

Patrons are responsible for library materials checked out on their cards. Lost or stolen cards should be reported immediately to the Ramsey County Library system as well as any other public libraries where their card is registered. With picture ID and proof of current address a new card will be issued to the patron. As long as a lost or stolen card has not been reported to our library system, the patron may be financially responsible for any materials checked out, and any charges or fees that are incurred.