

HOW TO GET A LIBRARY CARD FOR CHILDREN 5 - 13 years*



1. Child must be present
2. Parent or legal guardian must be present
3. Parent must have a valid photo ID
4. And ONE of the following:
 - ◆ Current ERCSD bus pass, registration papers, progress or report card
 - ◆ If child is not attending an ERCSD school, a similar document with the child's name and address
 - ◆ ***A birth certificate, current passport, or current medical card/bill **WITH parent's proof of residence or Library card in good standing**

Copies and photos are acceptable for all BUT a passport

REPLACEMENT CARDS: Same as above and \$2 fee.

*Anyone between the ages of 13-18 who cannot present ERCSD Current School Photo ID, may use the requirements for children 5-13 years old.

PROOF OF RESIDENCE DOCUMENTS

Using an electronic device like a smartphone or computer printout is acceptable to show proof of residence from this column.	These items MUST have arrived by mail and be accompanied with its envelope.
Gas and electric/oil bill (O&R)	Medical bill or explanation of benefits
Cable TV bill (Cablevision, FIOS, Direct TV, etc.)	Bank statement
Property tax bill or receipt	Credit card bill
Mortgage loan bill	Financial document (403B statement, etc.)
Broadband/internet service provider bill	Pay stub
Home telephone bill (i.e., Verizon, Optimum, etc.)	Cellular phone bill
Water bill (Veola Water)	Federal, state, county issued document or check
Home insurance statement	College/University bill, transcript, etc.
Vehicle insurance or registration card	
Rental agreement	

* An original Spring Valley Village ID Card will work as either a proof of residence or a proof of ID, not both. Junk mail, applications, magazines, catalogues, Fed-ex/UPS packages are **NOT** acceptable. PO Boxes cannot be used as acceptable proof of residence but can be used for library mailings.