

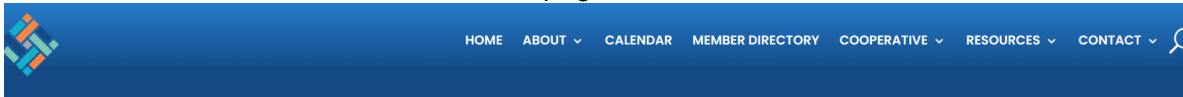


## Automated Card Application Process

### *What You Need to Know*

#### The Application Process

- The Application Process
  - To apply for a digital card, visit your library's website. They should have a link to their online card application. If not, see Appendix A of this document.
  - **Be sure you are applying to the library where you pay taxes, or you will be denied.**
  - If you're not sure which library you need to apply to, try using our map and searching your address:  
[https://www.google.com/maps/d/u/5/edit?mid=1XyB2i-whxTjPF\\_Vu6zJJEh\\_osyaSbyc&usp=sharing](https://www.google.com/maps/d/u/5/edit?mid=1XyB2i-whxTjPF_Vu6zJJEh_osyaSbyc&usp=sharing)
  - When you apply, you'll fill in all of the information a library needs to set up a functioning account - be sure to double-check your email, as that's how you'll get your card number and reminders about items you check out.
  - When you submit your application, be sure you're redirected to the confirmation page - if you're not, it means the application didn't go through.
  - Here's what the confirmation page looks like:



Keep an eye out for an email from us that will say something like:



Congratulations!



You Already Have a Card!



Oops!

- **Results and What They Mean**
  - Congrats



## **Congratulations on your new library card!**

Hi [First Name] [Last Name]!

Barcode: **[Barcode]**

Expiration Date: [Expiration Date]

PIN: Last four digits of Phone number

- **What does it mean?** Congratulations! Your application went through with no issues and you can now use your barcode for digital resources like Libby and your library's online catalog.

- Need More Info

Can't see this email? [Click here](#) to view this message in browser window.



## Thank you for applying, but we need a little more info...

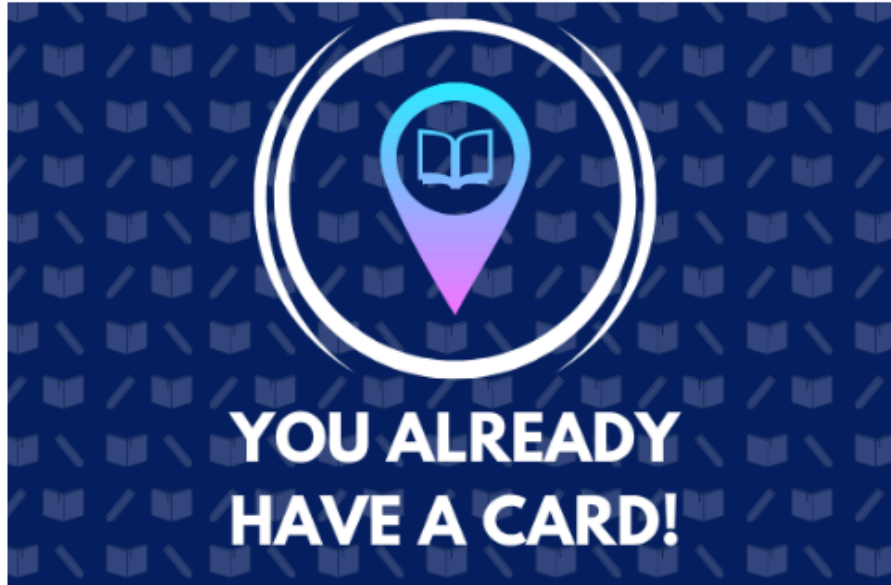
Hi {contactfield=firstname} {contactfield=lastname}!

You're one step closer to getting your card!

However, we were unable to verify your identity, so please contact your library for instructions on how to finish the application process.

- **What does it mean?** When you get this email, it means we couldn't verify that you live at the address provided, but you did apply to the right library. In order to get a card, you'll need to head into the library to provide proof of residency (like an ID with the address or piece of mail).

- Already Have a Card



**Wait, you already have a library card!**

Barcode: **[Barcode]**

Expiration Date: [Expiration Date]

PIN: Last four digits of Phone unless changed

- **What does it mean?** Well, you've gotten a card at some point! If it's expired, reach out to the library that issued it to see how they go about renewing it. If you need to reset your pin, your library can help you with that too.

- Oops



**Sorry, something went wrong with  
your application.**

Let's fix this!

- **What does it mean?** This email could mean a few things - the servers were down when you applied, you applied to the wrong library, or something just went wrong somewhere along the way. Feel free to reach out for more guidance and our staff is happy to assist you.

## Appendix A - Application Links

- Allendale Township Library - <https://llcoop.org/library-card-application/oa-app/>
- Alvah N. Belding Memorial Library - <https://llcoop.org/library-card-application/ib-app/>
- Carson City Public Library - <https://llcoop.org/library-card-application/ma-app/>
- Cedar Springs Public Library - <https://llcoop.org/library-card-application/ec-app/>
- Coopersville Area District Library - <https://www.coopersvillelibrary.org/get-a-library-card>
- Croton Township Library - <https://llcoop.org/library-card-application/nc-app/>
- Crystal Community Library - <https://llcoop.org/library-card-application/mc-app/>
- Dorr Township Library - <https://llcoop.org/library-card-application/ad-app/>
- Fennville District Library - <https://llcoop.org/library-card-application/af-app/>
- Flat River Community Library - <https://www.flatriverlibrary.org/digital/library-card-application/>
- Freeport District Library - <https://llcoop.org/library-card-application/bf-app/>
- Fremont District Library - <https://www.fremontlibrary.net/about-us/library-card-application>
- Fruitport District Library - <https://llcoop.org/library-card-application/sf-app/>
- Gary Byker Memorial Library - <https://llcoop.org/library-card-application/oh-app/>
- Georgetown Township Library - <https://llcoop.org/library-card-application/og-app/>
- Grant Area District Library - <https://llcoop.org/library-card-application/ng-app/>
- Grand Rapids Public Library - <https://www.grpl.org/library-card/>
- Hackley Public Library - <https://llcoop.org/library-card-application/sm-app/>
- Hastings Public Library - <https://llcoop.org/library-card-application/bh-app/>
- Henika District Library - <https://www.henikalibrary.org/get-a-library-card>
- Herrick District Library - <https://herrickdl.org/get-a-library-card/>
- Hesperia Community Library - <https://llcoop.org/library-card-application/nh-app/>
- Home Township Library - <https://llcoop.org/library-card-application/me-app/>
- Hopkins Public Library - <https://llcoop.org/library-card-application/ah-app/>
- Howard Miller Public Library - <https://llcoop.org/library-card-application/oz-app/>
- Ionia Community Library - <https://www.ioniacommunitylibrary.org/copy-of-digital-resources-icl-ecard>
- Kent District Library - <https://kdl.org/ecard/>
- Lake Odessa Community Library - <https://llcoop.org/library-card-application/il-app/>
- Leighton Township Library - <https://llcoop.org/library-card-application/al-app/>
- Loutit District Library - <https://llcoop.org/library-card-application/ol-app/>
- Muskegon Area District Library - [https://www.madl.org/new\\_card/index.php](https://www.madl.org/new_card/index.php)
- Newaygo Area District Library - <https://llcoop.org/library-card-application/nn-app/>
- Patmos Library - <https://llcoop.org/library-card-application/oj-app/>
- Salem Township Library - <https://saletownshiplibrary.org/get-a-library-card/>
- Saranac Clarksville District Library - <https://llcoop.org/library-card-application/is-iv-app/>
- Saugatuck-Douglas District Library - <https://www.sdlibrary.org/about-us-1/library-card-application/library-card-application>
- Sparta Carnegie Township Library - <https://llcoop.org/library-card-application/es-app/>
- Spring Lake District Library - <https://sllib.org/borrow/your-library-card/>
- Tamarack District Library - <https://llcoop.org/library-card-application/ml-app/>

- Thornapple-Kellogg School & Community Library - <https://lcoop.org/library-card-application/bm-app/>
- Timothy C. Hauenstein Reynolds Township Library - <https://lcoop.org/library-card-application/mh-app/>
- White Cloud Community Library - <https://lcoop.org/library-card-application/nw-app/>
- White Lake Community Library - <https://lcoop.org/library-card-application/sw-app/>