

LIBRARY CARD POLICIES

Adults

- ✓ Must be a resident of Massachusetts.
- ✓ Must show two forms of identification. One must be a photo I.D., such as MA license or State I.D.; one must be proof of current address, such as a lease, utilities bill, or personal check.
- ✓ The person signing for a library card is responsible for all materials on that card, including late fees and lost, damaged, or stolen items.
- ✓ Patron must present a library card each time they wish to check out materials.
- ✓ Lost cards should be reported to the library immediately.
- ✓ New (Temporary) card holders, both adults and children, may take out two items at a time for the first 30 days after the card is issued.

Children and Adolescents

- ✓ Children ages 3-17 years of age may get a library card with the signature of a parent or guardian. Proper adult identification is required. See above.
- ✓ Children must present their library cards each time materials are checked out from either the Children's or the Adult's collection.
- ✓ The signing parent or guardian is responsible for all materials taken on the child's card.
- ✓ The parent or guardian is also responsible for lost or damaged library cards. Replacement fee for a lost card is \$5.00.

Institutional Cards

An institution such a nursing home, pre-school, public or private school, etc. may apply for a library card. An employee of the institution may sign for the card with appropriate I.D. However, the name, business address, and telephone number of the owner, director, manager, etc. of the institution must also be provided. The institution will be held responsible for all materials taken on the institutional card.

With the approval of the Library Director, institutional cards may be issued to institutions, organizations, and foundations that are dedicated to education, public service, culture, or care for the disabled.

The institution will be allowed to check out materials for 30 days.

The institution may borrow up to a maximum of 30 items, referred to as a deposit collection. These items may be renewed at the discretion of the Library Director. The institution is responsible for the return of all items borrowed. Late fees will apply. Lost or destroyed items will be billed.

Temporary Cards

Library cards are issued with a Temporary status for the first 30 days. Once a borrower has established a record of responsible borrowing, the card will updated.