

# **BORROWER REGISTRATION AND LIBRARY CARD USAGE POLICY**

## Falmouth Public Library Board of Trustees

### **Section 1: Library Card Eligibility and Privileges**

The Falmouth Public Library issues library cards free of charge. Children under age 12 may apply for a Children's card with the signature of a parent or guardian in good standing. Library cards may also be issued to other categories of borrowers such as the homebound, teachers, local institutions, or out of state residents.

### **Section 2: Library Card Responsibilities**

FPL borrowers assume responsibility for the care and safekeeping of all materials borrowed on their cards. The card owner in whose name the card is issued assumes responsibility for settling any and all fines, damages, losses, or other assessments incurred by the use of their cards.

Card owners are asked to report changes in names, addresses, e-mail and telephone numbers to the Library as soon as possible, so that the Library's borrower records can be kept up to date. Card owners should also report lost, stolen, or damaged cards to the Library as soon as possible.

Under no circumstances shall a patron use another patron's library card to avoid paying any fines or fees assessed against his/her own card.

A newly registered borrower is allowed to check out six items. Museum passes and laptops may be checked out on an adult card on the second day of membership.

Borrowing privileges for library patrons who owe \$25.00 or more in past due fines and/or lost or damaged materials will be suspended until billed materials are returned and/or replacement charges paid.

### **Section 3: Borrower Registration Requirements**

All applicants are asked to present a valid Massachusetts identification. Any of the following IDs are acceptable:

- Massachusetts Driver's License with a current address
- Massachusetts Registry's Picture ID
- Massachusetts Transitional Assistance (EBT) ID
- MBL/WHOI/USGS/SEA/Falmouth Hospital ID/CLOC-Highfield/Cape Cod Conservatory/Woods Hole Research Center *(or other local agencies at the director's discretion)* and their families.

*Approved by Board of Trustees – Mar 2008, July 2016*

*The Falmouth Public Library Board of Trustees reserves the right to alter, amend, or terminate this policy.*

Military ID for active duty personnel, a spouse and/or dependent of personnel attached to or living on a U.S. Military site in Massachusetts.

Or applicants may present one of the following with a current Driver's License, Passport, or other valid photo ID:

- Deed Falmouth/Massachusetts
- Listing on Falmouth's Property Owner's Tax List,
- Listing on Falmouth's Street List
- Rental lease for six months or more in Massachusetts
- Massachusetts Car Registration
- Massachusetts Medicare or Medicaid Card
- Utility Bill
- Checkbook with a mailing address
- Mail showing address where patron will be or has been living for six months or more
- Employment ID on employer's letterhead
- Phone confirmation from employer
- Unexpired charge cards with photo ID may be shown if presented with a form of Massachusetts ID

Applicants ages 12 through 17 not accompanied by an adult may show one form of identification such as a report card, class schedule, or other school ID.

### **Courtesy Cards** (for less than six months)

Applicants visiting for less than six months may qualify for a Courtesy Card. Patrons with Courtesy Cards may check out up to 6 items. Two forms of Identification are needed to set up a Courtesy Card: a photo ID and proof of local address.

Acceptable forms of photo identification:

- Current and valid Picture ID
- State Driver's License or State Picture ID
- School Picture ID
- Employment Picture ID Card
- Passport Identification

Acceptable forms of a local address:

- Checkbook with street address
- Lease agreement
- Postmarked Mail received at that address
- Letter from local employer, institution or agency

Patrons extending their stay longer than six months may qualify for regular membership.

**GROUP HOUSING CATEGORY** - *No Deposit Required - updated every three months*

Identification from a drivers license or ID card, health card or verification from Housing Counselor must also be provided. Legal address must also be given at the time of registration.

**Item Limit: 6**

**Teacher Cards**

Persons teaching at public, private or home based schools within Massachusetts are eligible for a "Teacher Card" to be used for curriculum-related materials. Materials checked out on this type of card may be lent out for 28 days.

**CHILDREN'S CARDS**

A parent or legal guardian who is a library card holder in good standing will be asked to sign the registration form for his/her child under the age of 12. By co-signing, the parent or legal guardian accepts responsibility for settling fines, damages, losses, or other assessments against the library card of his/her child.

**Parental Access to Children's Records:** Parents of children under 12 years of age may ask for and obtain titles of materials that children have checked out.

**Parental Access to YA Records:** Records of cardholders, age 12 through 17, are confidential, as are adult records. A duplicate list of items charged out may be mailed to the patron's address. If there is an outstanding balance for materials not returned to the Library after 30 days, billing information may be released when a parent or guardian is paying for the lost item/s.

*The following statement is included on the registration form: In the event that I incur charges over \$5.00, I give permission for my parents or guardians to have access to my library account for the purpose of paying the debt.*