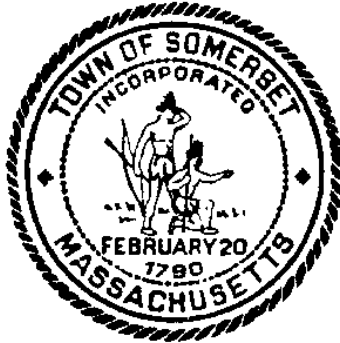


Somerset Public Library

Library Card Policy



*February 15, 2011
Revision – January 20, 2015*

The Somerset Public Library exists to serve as a center of informal learning, individual growth and recreation for the citizens of Somerset. The Library expects to make a contribution to the learning process and to aid individuals in the lifelong process of growth and appreciation and understanding of themselves, their neighbors, and the world around them. In addition, the library makes its building available as a setting for appropriate events according to the needs and interests of the community.

Your library card is your key to numerous resources and services offered at the Somerset Public Library, at any SAILS library or via online library resources.

Library cards are free to any Massachusetts resident. There may be a charge for out-of-state residents. Picture identification and verification of address are required. In most cases cards are issued on the spot and may be used immediately. Patrons under 18 may have to obtain a parent's or legal guardian's consent. Library cards are not transferable. The user is responsible for all materials checked out on his or her card. If a card is lost or stolen, it should be reported to the Library immediately. There is a charge for replacement of lost cards.

Obtaining a Library Card at the Somerset Public Library

Adults

Patrons over the age of eighteen (18) may fill out an application online (through the SAILS library network website or through the Somerset Public Library website) or they may fill out an application in person.

All applicants are required to obtain their physical library card in person. A picture ID with full name imprinted on it is to be presented. Accepted forms of picture ID are:

- a valid driver's license
- an employee name tag
- passport
- Council on Aging identification
- State identification card
- School or educational facility identification

If one of these ID cannot be presented, optional forms may be accepted by the Library Director, Reference Librarian or Head of Circulation.

All applicants need proof of address either from the picture ID or via another form such as, but not limited to, a utility bill, lease, or official correspondence with both name and address printed on it.

In signing the application form, the patron agrees to *"...be responsible for material borrowed with the card, for all the fines incurred, and for loss and damage of material charged upon the card. The patron releases the library from any liability for damages occurring from equipment or material borrowed"*

If all identification is approved and signature obtained, the library card will immediately be issued and full borrowing privileges will be granted.

Arrangements may be made for a temporary card if proper identification cannot be obtained at the time of application.

Children's Cards - Ages 4 through 12

Parents or legal guardians may obtain a Somerset Public Library card for their child on or after their 4th birthday. The parent or legal guardian must have a library card and be a patron in good standing (i.e. no lost books, excessive overdues or excessive fines).

In signing the application form, the parent or legal guardian agrees to “...*be responsible for material borrowed with the card, for all the fines incurred, and for loss and damage of material charged upon the card. The patron releases the library from any liability for damages occurring from equipment or material borrowed. They accept responsibility for the selections of materials made by this person. This may include access to electronic resources such as the Internet.*”

Children's Cards – Ages 13 through 17

Children, ages 13 through 17, who have picture identification, including their current address, may obtain a Library Card without the signature of a parent or guardian.

Children, ages 13 through 17, who do not have picture identification must have a parent or guardian with picture identification including their current address sign their application. This must be done in person.

ADA Accommodation

The Somerset Library Staff will make accommodations for children and/or parents or guardians who are disabled. Please contact the head of Circulation or the Library Director if any accommodations are needed.

OTHER:

The library offers a choice of email, text message or voice notification for overdue items and available holds. You will be asked to select a method of notification when you apply for your card.

It is important to present your card every time you borrow items. This rule is for your protection. If a card cannot be presented, valid photo ID is required.

If a parent or guardian's card is blocked due to overdue or lost book charges, the parent or guardian may not use their children's cards to check out any item(s).

Related policies:

Library Card Policy

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- Statement on lending to residents of municipalities with de-certified libraries.
- Teacher's Cards.pdf

TRUSTEE APPROVAL DATE	DESCRIPTION OF CHANGE
02/15/2011	Approved by Board of Trustees.
1/30/2015	Revision approved by Board of Trustees