

## Library Card Eligibility and Use Policy

### Library Card Eligibility

Groveland Resident Card: Any resident of Groveland, over the age of 5, is eligible for a Langley-Adams Library Card. Patrons who are under 14 years of age, must have a parent or guardian co-sign the registration card, in addition to the child.

Proof of residency must be given to apply for a library card. Acceptable proof would be a valid driver's license or utility bill with a Groveland address.

Other Massachusetts Resident: Langley-Adams Library is part of the Merrimack Valley Library Consortium (MVLC). This consortium consists of 32 area libraries. If you live in a town that is a member of MVLC, you need to obtain a library card from your hometown. Your hometown library card is valid in any of the MVLC libraries. If you are outside the MVLC, we can register your card in our network.

Out-Of State Residents: Any out-of-state resident may obtain a Langley-Adams Library card free-of charge, however this card is limited to the Langley-Adams Library collection only. For a \$75.00 fee, any out-of-state resident can have full access to the MVLC network.

Business or Group Card: Any business or group operating or working in the Town of Groveland is eligible for a Langley-Adams Library Group Card. There will be one Library membership issued per business or group and although many people within the group may use the card, the responsibility lies with the business or group. These cards expire one year after issuance with the opportunity to renew the card if it is in good standing.

Teacher Card: Any teacher working in the Pentucket School District that lives outside the MVLC is eligible for a Langley-Adams Library Teacher Card. Sole responsibility lies with the individual. This card expires one year after issuance with the opportunity to renew the card if it is in good standing.

### Use and Replacement of Library Card

Please bring your card on each library visit.

Please report lost or stolen cards immediately.

It is the card holder's responsibility to let the library know when there is a change in address, telephone number or email address so that we may contact you regarding information about your library account.

In compliance with Massachusetts statute, the Library may not give information about your library record to anyone but you. Please read our *Confidentiality & Privacy Policy* for more information.

You may check your library account online by logging in to "[My Library Account](#)" through the library's [website](#) or you may call the library directly at 978-372-1732.

Replacement cards cost \$5.00.

### Information for Parents

Most library cards for children in kindergarten will receive their card on Kindergarten Day in June which is coordinating with Bagnall Elementary School. If your child does not attend Bagnall and is in kindergarten, they may get their card prior to entering 1<sup>st</sup> grade.

Please share with your child the importance of his/her library card and responsibility it entails. A library card provides your child access to all library materials, including videos, DVDs, CD-ROMS, CDs, and magazines. Your child's library card is confidential. Please see the *Confidentiality & Privacy Policy* for more information.

Although, the child's record is confidential, parents are fiscally responsible for fines or payments for damaged materials taken out on the child's library card.

This policy will be enforced by the staff and may be subject to change at the discretion of the Library Director and Library Board of Trustees.

## **Library Card: Borrower's Agreement**

### **Completing a library registration card implies the following:**

Langley-Adam Library cardholders may borrow circulating materials, including, but not limited to books, videos, DVDs, CDs, and magazines.

Library cards are given to individuals, except in the case of businesses or groups. The card should be used only by the person to whom it has been issued. The card must be presented by the cardholder to access his or her record.

Cardholders are responsible for the following:

- The return, in good condition, of all materials borrowed.
- Payment of fines incurred for any overdue, damaged or lost materials. (Fees will be charged according to individual libraries' policies.)
- Reporting a lost or stolen card immediately.
- Reporting any change in name, address, telephone number or e-mail address.
- All charges on the card as the result of lending the card or library materials to another individual.
- Parents and/or guardians of a library cardholder agree to be responsible for the above and to teach their child the Library rules and guidelines to help understand the responsibility of having a library card.

This policy will be enforced by the staff and may be subject to change at the discretion of the Library Director and Library Board of Trustees.

Revised & Adopted by the Board of Library Trustees