

BEAMAN MEMORIAL PUBLIC LIBRARY
POLICY MANUAL

Registration Policy

Registering for a library card allows one to take full advantage of the wide range of services offered by the Beaman Memorial Public Library, the entire C/W MARS network, and libraries across the state, and beyond. A library card allows a patron to check out books, videos, magazines and more. It provides access to a number of on-line reference databases and services accessible from within the library or through home, office or school computers. A library card also provides access to the museum pass program provided by the Friends of the Library. (Please note however that non-resident cardholders must be current members of the Friends of the Library organization in order to reserve museum passes.) Registering for a library card is the first step in taking advantage of the rich resources available at the Beaman Memorial Public Library.

The Beaman Memorial Public Library welcomes registrations from West Boylston residents and residents of all Massachusetts' communities whose own libraries maintain current certification from the Massachusetts Board of Library Commissioners. Residents of other states may register for a library card, but will be charged an annual nonrefundable fee of \$25.00. Out-of-state borrowers will be limited to borrowing two items at a time from the Beaman Memorial Public Library's collection.

To register, a person must visit the library and present one form of identification with a photograph and current address. The library accepts a single form of identification from family members who live at the same residence, and staff may also verify address information in a phone book, street listing or other printed directory or with a bill or receipt.

Parents may use their own cards to borrow materials for their young children. To reinforce the sense of rite of passage that is part of receiving one's very first library card, children are issued library cards when they are able to print their full name. Staff members make every effort to acknowledge the occasion and relay the sense of excitement inherent in having a library card.

Children up through grade 5 are registered in the Lankton Children's Room. Parents' signatures are required on children's registrations. Special arrangements can be made if a parent is unable to sign the form at the library.

Youth in grade 6 and up register for library cards in the Adult Department. Parents' names should be listed on the youth's registration form, but parents' signatures are not required. Staff will work with the student to verify the address in some printed source or through a phone call to the parent, but the home address must be verified in some way.

Library cards are issued for two years and must be renewed in person. Patrons are requested to notify the library of any change in name, address or telephone number. A fee of \$1.00 is charged for the replacement of lost library cards. The patron will receive a new registration number when the card is replaced.

Patrons will be asked to present their library card to check out materials or access certain library services. If

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it is necessary to check out materials without a card in hand, the patron will be asked to present some form of identification that allows staff to identify the patron's registration record in the C/W MARS database. If a patron repeatedly checks out materials without a library card, he/she may be asked to purchase a replacement card. If the Evergreen system is not up and running properly, a patron will not be able to circulate without a card even with identification.

Items will not be checked out on a patron's card unless that patron is present. Patrons are strongly encouraged not to check materials out for other patrons on their card, and assume responsibility for lost or damaged materials when they do so.

Any person who registers with the Beaman Memorial Public Library assumes responsibility for borrowing materials and using library facilities according to the rules and policies set forth by the Board of Library Trustees. Parents and guardians assume the same responsibility for minors. The Board of Library Trustees reserves the right to withdraw privileges from any person who violates library rules and policies.

Temporary Cards

Temporary residents staying at least 1 month in West Boylston are eligible for a library card to be used within the C/W MARS network of libraries. Examples of a temporary residence may include hotels, motels, shelters, rehabilitation centers, visiting family.

Adults must complete an application providing identification proving both the home/permanent address as well as the local/temporary address. Applicant may supply a letter on program or company letterhead stating name and the approximate length of stay or a letter from the family being visited. Staff will confirm details and will register temporary residents with the permanent address in the secondary address field.

Temporary Library Cards are issued for a period reflecting the length of stay at the local address. This period may be extended upon receipt of a new letter from your program, company or family. Borrowing is limited to 2 items per library card. Temporary Library Card holders may also use their card to borrow museum passes per our current policies. Temporary Library Card holders are responsible for fines, fees and lost or damaged materials assessed to their cards.

Children and youth will be registered for a temporary card using the parents/guardians identification with similar limitations.

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