

BEAMAN MEMORIAL PUBLIC LIBRARY POLICY MANUAL

Registration Policy

Registering for a library card is the first step in taking advantage of the rich resources available at the Beaman Memorial Public Library, within the entire C/W MARS network, libraries across the state, and beyond.

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 and 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 photo identification and proof of current address.

Acceptable proof of address includes but is not limited to:

- Valid Massachusetts Driver's License with current address
- Valid Massachusetts State Identification Card with current address
- An imprinted bank check or deposit slip
- Rent receipt (confirming 30-day occupancy)
- Utility bill dated within the last 30 days
- Letter verifying residency and mailing address dated within the last 30 days from a social service provider, temporary employer that provides housing, or a short-term residence.

In the case of children and teens under 18 years of age, positive identification for children can be provided by a parent or legal guardian, a YMCA ID, a bus pass, or other local forms of positive ID. For teens between the ages of 12-17 who are unable to provide photo identification or bring a parent or legal guardian to the library, we can accept two other forms of address verification listed above.

If any adult, teen, or child is unable to provide the above means of identification and address verification, the library will mail a Good News postcard. When the Good News postcard is returned to the library within 30 days it may be used as proof of mailing address for the purposes of obtaining a library card.

A Post Office Box or business address is not acceptable as proof of residency but may be used as a mailing address.

Parents or legal guardians may use their own cards to borrow materials for their young children. Children may register for a library card when they are four years old.

Parents' signatures are required on children's registrations. Special arrangements can be made if a parent is unable to sign the form.

APPROVED: February 1, 1994

Revised May 1, 2001, September 2, 2003, March 6, 2014, September 8, 2022

BEAMAN MEMORIAL PUBLIC LIBRARY POLICY MANUAL

A parent or guardian's name should be listed on the youth's registration form, but their signature is not required.

Library cards are issued for two years. Renewals can be made by email or over the phone unless changes are being made to legal name or address, and then those changes must be made in person with supporting documentation. Patrons agree 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 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, they 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 check out materials without a card even with identification.

Items will not be checked out on a patron's account unless they are present or have linked their cards or have an authorized account user who presents their card when picking up a hold. If patrons check materials out for another person on their account, the cardholder assumes responsibility for the items. Any person who registers with the Beaman Memorial Public Library assumes responsibility for borrowed 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 at the Beaman Memorial Public Library. Examples of a temporary residence may include hotels, motels, shelters, rehabilitation centers, as well as visiting family.

Adults must complete an application, providing photo identification and both a home/permanent address as well as a local/temporary address. If this is not possible, applicants may supply a letter on official program or company letterhead dated within the last 30 days stating their 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.

Children and teens will be registered for a temporary card using the parent's/guardian's identification. 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 restricted to the West Boylston collection and is limited to 2 items per library card.

APPROVED: February 1, 1994

Revised May 1, 2001, September 2, 2003, March 6, 2014, September 8, 2022