

LIBRARY CARD POLICY

- A patron wishing to check out materials must have a valid CW MARS library card.
- Children between the ages of two and four years old may obtain a preschool card. Children from five to eighteen years old may obtain a student card. Parents may check out materials for younger children on their own library cards.
- To obtain a library card, a patron must present one form of identification with picture and current address. If picture identification is not available, a patron may use *two* other forms of identification such as a check book, bill, etc.
 - Library staff may also verify address in a phone book, street listing, or other printed directory for one form of identification.
 - If a patron has no identification with current address, but has some form of identification OR a parent or legal guardian is unavailable to sign a child's application, a temporary card will be issued which allows the patron to check out 2 items per visit. The patron must provide proof of current address or parental signature within one month, and the card will then be made permanent.
 - For youth or others who do not normally possess IDs, staff will accept verification by reviewing student documents or materials, the family listing in the *Shrewsbury List of Men or Women who are 17 Years of Age or Older*, or information on the student's electronic device(s).
- Patrons will be asked to present their library card to check out materials or access library services.
- Patrons are responsible to immediately notify the library in the case of a stolen library card.
- Patrons may choose to allow another person to use their card, but does so with the understanding they are responsible for all fines and fees incurred on all items checked out on their card.
- Parents may use the library card of a minor child to check out materials for their child. The child does not need to be present.
 - A patron may pick up processed items from the holds shelf for a spouse or family member without the library card in hand.
 - The person picking up the holds for a family member or spouse must first verbally provide two or three matching data points, such as address, DOB, or phone number of the patron for whom the item is held.
 - The item will then be checked out to the patron who has the hold on the item.
- A nanny or caregiver may check out materials for the person in their care if they have the patron's library card in hand.

SHREWSBURY PUBLIC LIBRARY
POLICY MANUAL

- A patron wishing to check out materials without his or her own library card in hand may do so by providing some form of identification that allows staff to identify the patron's registration record in the CW MARS database.
 - For those who do not own IDs, staff may check the registration record and have the patron verbally confirm two or three matching data points, such as DOB or address.
- Cards are available for out-of-state residents for an annual fee of \$10. Current identification with home address must be provided as described above. Information on temporary local residence, when applicable, is also requested. Out-of-state cards are good for one year and standard borrowing limits apply.
- The cost of replacing a lost library card is \$2.