

## REGISTRATION POLICY

### RESIDENT CARD

All residents of Salem are eligible for resident library cards. Library cards, adult or juvenile, held by residents of Salem are valid for three years from the date issued unless the card-holder moves out of Salem, in which case the card expires immediately, and the individual must then purchase a non-resident card.

Non-residents are eligible for resident library cards, valid for one year only from the date issued, if they meet one or more of the following criteria

- Adults employed in town (must have current proof of employment)
- Former library employees and trustees.
- Attend public or private school in Salem (must show proof of enrollment)
- Temporary residents (see below)

### TEMPORARY CARD

People living temporarily in Salem may get a free, temporary card valid for 90 days from the date issued. Proof of local address as well as proof of permanent address must be provided. Individuals eligible for temporary cards include:

- Long term family members
- Business persons staying in Salem

### NON-RESIDENT CARD - ADULT

Adults who do not live in Salem and who do not meet any of the aforementioned conditions can purchase a non-resident card. Non-resident cards are issued to individuals at a yearly cost of \$40.00.

We accept cards issued by member libraries of GMILCS.

We do not honor any cards from any other library.

### JUVENILE CARD - RESIDENT

Juvenile cards are issued to children from birth through age 11. When a child turns 12 years of age, the registration is moved to adult status.

### JUVENILE CARD - NON-RESIDENT

Children who do not live in Salem and who do not meet any of the aforementioned conditions can purchase a non-resident card. Non-resident cards are issued to individuals at a yearly cost of \$40.00.

We accept cards issued by member libraries of GMILCS.

We do not honor any cards from any other library.

### GENERAL GUIDELINES FOR GETTING A CARD

- Anyone interested in a card must fill out a registration form and sign it with the understanding that they are financially responsible for the materials he/she checks out.
- Proof of residency must be shown. Primary addresses that are PO Boxes will not be accepted. Examples of proof of residency include:
  - Valid state license or id
  - Car registration
  - Envelope that has been delivered by the post office
  - Utility bill (with name and address included)
  - Rent receipt (with name and address included)
- For non-resident cards, similar identification showing his/her current address must be shown. See above for examples.
- To renew an expired card, proof of residency must again be shown. A new card is not issued at renewal.
- Ownership of a Salem library card includes full participation in the GMILCS Common Borrower Card program.
- An adult customer must be listed as an approved borrower and have their own valid GMILCS card in order to collect holds for another borrower.
- Possession of a library card is taken as consent by the cardholder. Report lost or stolen cards immediately.

### GENERAL GUIDELINES PERTAINING TO JUVENILE CARDS

- Children birth through age 11 can obtain their own library card when accompanied by their legal parent/guardian or responsible party. The parent/guardian must have a **valid ID and proof of residency**. The responsible party must have proper ID, but Salem residency is not required. A juvenile card that is signed for by a responsible party has a one month expiration date, a limit of 2 items out at one time, and an expectation that the parent/guardian will come in to complete registration.
- Children ages 12+ may obtain their own library card with a school ID **plus** proof of address – access to the school student portal, or a printout of their info page featuring their name and address can be used as proof.
  - Children who **DO NOT** have these forms of proof, and are too young for a NH ID or driver's license:
    - Must be accompanied by their legal parent/guardian with a valid ID and proof of residency to obtain a card
    - OR may fill out a postcard to be sent to their home.
- **Online registration** can be used, but a legal parent/guardian must accompany the child to the library to provide proof of residency to receive the card.

- The rules above concerning renewal of expired cards or the replacement of lost cards apply for juvenile cards.
- Possession of a library card is taken as consent by the cardholder. Report lost or stolen cards immediately.

REGISTRATION POLICY ADOPTED BY KELLEY LIBRARY BOARD OF TRUSTEES

March 12, 2009, revised April 16, 2009

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