



## Library Cards Policy

The Wethersfield Library will conform to all relevant regulations affecting library card eligibility, issuance, and the honoring thereof.

*Per Connecticut General Statutes Section 11-25b, all circulation and patron registration information is confidential. Access to this information by other than authorized library staff is possible only with a properly authenticated subpoena. Patrons may access only their own circulation records.*

### **Resident library cards**

Every Wethersfield resident is eligible to receive a library card from the Wethersfield Library free of charge. Individuals applying for a library card who are age 18 or older must furnish a photo ID showing a current Wethersfield street address. Post-office box addresses are not sufficient. Suitable photo IDs include but are not limited to: state-issued driver's license, state-issued non-driver photo ID, passport, and school/college/university photo ID. If the photo ID does not include a street address, applicants must include proof of street residency dated within the past 30 days, such as a utility bill, lease or rental agreement, tax bill or receipt, valid car registration or car insurance, or postmarked U.S. mail addressed to them.

- Once issued, a Wethersfield library card may be used at any public library in Connecticut, subject to the rules of that library, in accordance with the borrowIT CT (previously Connecticutcard) reciprocal borrowing program.

### **Library cards for local children**

- Residents under the age of 18 are not required to have a parent or guardian present, or to obtain a parent's or guardian's signature, in order to be issued a library card. In the absence of a parent or guardian, children must furnish identification bearing their name, such as a school planner, homework assignment, or school I.D.
- Parents or guardians of children who are issued library cards in the absence of said parents or guardians will be notified by mail that their children have received cards. Parents have the option of canceling their children's library cards if they choose to do so.
- Parents are responsible for any materials that their children borrow.
- If a child already possesses a library card from another library, but is in a shared custody situation and one of the child's custodial parents or guardians lives in Wethersfield, the Wethersfield Library will issue upon request a co-custody library card to be used while the child is visiting the Wethersfield Library. A note will be added to the child's record explaining that this card is for use at Wethersfield Library only. This procedure is in accordance with the Connecticut State Library's "Statement on the Issuance of Multiple Library Cards to Children" as spelled out under "borrowIT CT: Clarification Statements" at <https://libguides.ctstatelibrary.org/dld/ccard/regulations/clarification>

### **Nonresident library cards**

Residents of other Connecticut towns must obtain their library card from their hometown library, per Connecticut General Statutes Section 11-31a. Principal residency is determined by the address on a valid government-issued photo I.D.

- As a participant in the BorrowIT CT (previously Connecticard) reciprocal borrowing program, the Wethersfield Library will honor library cards from other Connecticut public libraries.
- A person who is a nonresident of Wethersfield, yet who owns a business in Wethersfield, works at a business in Wethersfield (including working for the Town of Wethersfield), or attends a school located in Wethersfield, will need to obtain a library card from his his/her hometown library. However, upon request and proof of local status, such patron will be issued a “Digital Access Pass” which permits access to Wethersfield Library’s resident-only online resources for one (1) year, extendable upon proof of continued qualifying status.

### **Borrower responsibility**

When utilizing the Wethersfield Library, all patrons regardless of residency agree to:

- Abide by all of the policies and procedures of the Library.
- Protect the privacy of their library card.
- Bring materials back on time and in good condition.
- Pay fines for materials returned after the due date.
- Pay for materials that have been lost or damaged while in the patron’s care.
- Notify the Library if their postal address, email address, or telephone number changes, or if their card is lost or stolen.
- Library cards are non-transferable. A patron who wishes to permit another individual to pick up their holds must furnish the Library with written permission in accordance with Library procedure. Such items must be checked-out to the library card account where the hold exists, and the borrower named on the account shall continue to be responsible for all materials checked out to that account.
- Borrowers are expected to bring their library cards with them to the Library when they wish to borrow materials or utilize other resources or services (e.g. public computers or Wi-Fi). Upon adequate proof of identity, patrons who do not have their library card with them will be furnished with their library card number, so that they may borrow materials or use public computers.

The Wethersfield Library participates in the statewide DeliverIT CT (previously ConnectiCar) program, accepting the return of materials from town residents and nonresidents alike, including materials which belong to other Connecticut public libraries. The Library will forward said materials to their proper home library via the State-sponsored delivery system or the Library’s local consortial delivery system.

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