

**EAST HAVEN PUBLIC LIBRARY, INC.
(HAGAMAN MEMORIAL LIBRARY)**

BORROWER REGISTRATION POLICY

Any resident of East Haven, as defined by GS11-31a. (e) may obtain a Hagaman Memorial Library card.ⁱ

Resident registration East Haven residents must present proof of residency to obtain a card.

- Adults (18 and older) must present a photo ID and proof of current address. The following, in order of preference, are acceptable: Connecticut driver's license, Connecticut state photo ID, Connecticut car registration, voter registration card, current telephone or utility bill, lease agreement or rent receipt, property deed, current tax receipt, checkbook with name and address imprint, student report, school schedule or school ID. If a person has no photo ID or address on photo ID is not current, a second proof of residency will be required.
- Students (age 14-17) must present one form of identification and proof of current address or be accompanied by a parent or guardian with proper ID. The following in the order of preference are acceptable forms of identification. Connecticut Driver's license, school ID, student report card or school schedule.
- Minors under 14 must be accompanied by a parent or guardian who will present proper identification and sign the application at the time of registration.

Non-resident registration The Hagaman Memorial Library participates in the Connecticut State Library "Connecticard Program". Anyone who presents a valid Connecticut Public Library card and supporting ID showing his/her name and address is then eligible to borrow library materials. To be valid, a library card must include the following:

- Name and town of the issuing library
- Name of the person to whom the card was issued
- A specific future expiration date

Library Card Registration Forms must be completed for both resident and non-resident registrations.

Institutional Library cards will be issued to institutions with offices in East Haven. This includes businesses, churches, schools, day care centers and other organizations. Institutional library cards are for use in the Hagaman Memorial Library only. A request in writing must be made on the organization's official letterhead stationery and signed by an officer who will assume responsibility for setting any and all assessments against the card. The resulting card will be issued jointly in the names of the institution and the responsible officer. An institutional card is for use by the organization only and not for personal use by its officers, employees, or members.

Homebound resident library cards are issued to East Haven residents who meet the eligibility requirements for homebound delivery service. Those wishing to apply for this service must

complete an application for homebound delivery service. The homebound library card is kept at the library and is for use in the Hagaman Memorial Library only.

Library Staff must use their hometown library cards to check out library materials. All materials borrowed must be checked out on the Evergreen circulation system. Staff is expected to return borrowed materials on time or renew them. Staff will not be charged overdue fines but are responsible for damage or loss of materials.

Borrower Responsibility A borrower assumes full responsibility for all use made of the card. The borrower agrees to comply with all library rules and regulations; to pay all fines; to be responsible for any loss of materials or damage to materials; to provide immediate notice of any change of address; and to provide immediate notice if the card is lost or stolen. Parents or legal guardians registering minors assume these responsibilities for the minors they register.

Card expiration: All Hagaman Memorial Library cards are valid for three years. Patrons must bring the card and a current proof of residency in order to have the card updated.

Lost Cards are replaced at a cost of \$2.00

Loss of Borrowing Privileges Fines/Fees Threshold: A borrower may check out materials until overdue fines/fees reach \$5.00. Fines/fees equal to, or in excess, of \$5.00 blocks a cardholder's account and s/he can no longer check out items until the total amount owed on the account is completely paid, or reduced to under \$5.00.

Use of Public Access Computers: A library card provides access to the Library's Public Access Computers. If an East Haven library card holder has charges on their library account exceeding the \$5 then until the borrower pays the charges completely, or makes payment to reduce them under \$5 the borrower must request a guest pass to use the public access computers.

Related Library Policy: The Library's Borrowing and Overdue Materials Policy is a about the borrower's responsibility and should be reviewed as relevant library policy in relation to this policy. Also, the Library's Internet Policy for borrowers using the public access computers.

Accepted by the Hagaman Memorial Library Board of Trustees 9/17/98
Amended by the Hagaman Memorial Library Board of Trustees 6/17/04
Amended by the Hagaman Memorial Library Board of Trustees 08/18/05
Amended by the Hagaman Memorial Library Board of Trustees 05/21/15
Amended by the Hagaman Memorial Library Board of Trustees 01/19/17

ⁱ GS 11-31a (e) "Resident" means that a person is principally domiciled in a town. A borrower who holds dual residency or who owns property in more than one town is considered a resident only in the town where he is principally domiciled. In all other towns, that borrower shall be a nonresident.