

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

BORROWER REGISTRATION POLICY

Residents and Taxpayers: Any person who is a resident or taxpayer of the Town of East Haven is eligible to have a library card. The person upon presenting proof of residency, or taxpayer status, and completing a Hagan Memorial Library Application may obtain a library card. Library cards are valid for 3 years.

Out-of-State Residents: An out-of-State resident with a temporary residence in the Town of East Haven may request a library card. The person upon presenting proof of a permanent out-of-state address and phone number, of a temporary local address and phone number, and completing a Library Card Application may obtain a library card. Library cards are valid for 1 year and library privileges are only valid at the Hagan Memorial Library.

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.
Please note that the following combination of documents will be accepted as proof of residency: a U.S. Passport and a second form of proof showing current address, or Permanent Resident Card and a second form of proof showing current address. Also, **please note** that there will be a current street map kept at the circulation to verify a street in the Town of East Haven and if there is a question after using the street map then the Library will contact the Town of East Haven to verify the address before a library card is issued.
- 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.
Please note that students registered at an East Haven school by living in another town will be granted library cards.
- 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/borrowIT CT (Connecticard) Registration: The Hagan Memorial Library participates in the Connecticut State Library "borrowIT CT (Connecticard) Program" and residency for borrowIT CT (Connecticard) as defined by the Connecticut General Statutes 11-31a.ⁱ 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

Out-of-State Residents: Any out of state resident for whom the Town of East Haven is a temporary place of residency may be issued a temporary library card upon request for 1 year. The applicant must provide proof of a permanent out-of-state address and phone number, a temporary local address and phone number, and complete a Library Card Application with both the permanent out-of-state and temporary East Haven addresses given. An out-of-state temporary library card is only valid at the Hagan Memorial Library and will be labeled, “For Use in East Haven Only.”

Library Card Registration Forms must be completed for both resident, non-resident, and out-of-state 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 Hagan 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 Hagan 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.

Passwords/PIN Numbers, and Holds and Overdue Notification: Upon registration for a new library card a pin number, or password, is issued so that library users may access their library record on the Library’s Online Public Access Computers, or online from home using the Library’s Website, www.hagamanlibrary.org.

Two pieces of information are required for accessing a patron’s account online: (1) the Library Card Number/User Name, which is the barcode on the library card, and (2) a Pin Number/Password, which is automatically generated at registration to be the last 4 digits of the person’s phone number. It is recommended that a person change their password immediately after registration to a different password that only the person knows.

Library users online may review what materials they have checked out and renew the items if they choose and/or they may place a hold/reserve on materials.

At the time of registering for a card the default options of being informed of the arrival of an item, or items, on hold for pick-up are by telephone and e-mail. The third option, which is not a default, is to receive a text message (SMS text message) for holds ready for pickup. Patrons should provide all possible ways of contacting them to optimize communication with the library.

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 Haganan Memorial Library cards are valid for three years, and out-of-State Haganan Library cards are valid for 1 year. Patrons must bring the library 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 Haganan Memorial Library Board of Trustees 9/17/98
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Amended by the Haganan Memorial Library Board of Trustees 01/19/17
Amended by the Haganan Memorial Library Board of Trustees 11/29/2018

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.