

# Pope Memorial Library

## Library Card Policy



### **Who Can Use the Library**

The library offers a variety of cards based on eligibility and service needs:

#### ***Residents***

Resident card and business card holders have access to all library services. The Library serves all residents of these Mt. Washington Valley towns and villages:

Albany, Bartlett, Brownfield ME\*, Center Conway, Chatham, Conway, Eaton, Fryeburg ME\*, Glen, Hale's Location, Hart's Location, Intervale, Jackson, Kearsarge, Madison, North Conway, Redstone, South Conway and Tamworth.

Current photo ID and proof of street address is required, such as a New Hampshire's driver's license or learner's permit, state ID card, school photo ID, tax statement or receipt, or a recent utility bill not older than three months. Post office box addresses will not be accepted. Persons working in North Conway, shall be considered residents and can borrow most library items for free. Proof of employment in North Conway must be provided with card application.

#### ***Non-residents***

Non-residents may borrow items by paying an annual \$50 per family fee. This fee is non-refundable and as of September 1, 2023 does not include access to the digital catalog. Non-resident card holders are not able to place interlibrary loan requests. Non-resident applications must be completed in person and all applicants must present a state issued photo ID.

#### ***Seasonal employees***

Resident seasonal employees in the Valley can obtain a 4 month card for a \$30 fee. The fee is non-refundable and as of September 1, 2023, does not include access to the digital catalog.

#### ***Children***

Children age 5-15 can be registered and receive a library card intended for minors. A parent or a legal guardian needs to sign a parental permission agreement/ library registration form for minors 15 years and under. The library does not assume any responsibility for any child left unattended.

Cards must be renewed on an annual basis. Cardholders must provide the same type of used to apply for a new card. Minors must renew their cards upon turning 18 years of age to assume legal responsibility for items checked out.

The card owner is responsible for all materials borrowed on the card and agrees to abide by library lending rules and all policies and regulations.

If the card owner claims to have returned materials, the library will search for the missing items for six months. Items not located within six months will be billed to the cardholder's account.

*\*As of September 1, 2023, Brownfield and Fryeburg ME resident card holders will not have access to the library's digital catalog.*

**Approved by the Board of Directors – 8.10.23**