

## **Charlton Public Library Library Card Policy**

Your library card is your key to numerous resources and services offered at the Charlton Public Library, at any C/WMARS library, or via online library resources. Library cards are free to any resident of Massachusetts except as noted below.

Picture identification and verification of address are required. In most cases, cards are issued on the spot and may be used immediately. Library cards are not transferable. The user is responsible for all materials checked out on his or her card. If a card is lost or stolen, please report it to the Library immediately. All applicants are required to obtain their physical library card in person unless they are receiving homebound library service or using the student card application. A patron wishing to check out materials must have a valid C/WMARS library card. Patrons will be asked to present their library card to check out materials or access library services.

Items will not be checked out on a patron's card unless that patron is present. Exceptions are as follows:

- **HOLDS:** When initiated by an in-person request, a patron may pick up a requested item for a spouse or family member.
- **MATERIALS FOR CHILDREN:** Parents may use the library card of a minor child for materials for their child

### **Adults**

A picture identification with the full name imprinted on it is to be presented.

Accepted forms of picture identification are:

- A valid driver's license
- Passport
- State identification card
- School or educational facility identification.

All applicants need proof of address, either from a picture ID or via another form, such as, but not limited to, a utility bill, lease, or official correspondence with both name and address printed on it.

### **Children– Ages 5 through 11**

Parents or legal guardians may obtain a Charlton Public Library card for their child on or after their 5th birthday. The parent or legal guardian must have a library card and be a patron in good standing (i.e., no lost books, excessive overdues, or excessive fines). The child must be present when the library card is issued. Parents and legal guardians are responsible for their children's behavior, safety, and welfare while their children are in the Library or on Library grounds. This includes their children's access to library materials and electronic resources. Library staff will not limit access to any resources for anyone, including children and teens.

**Children- Ages 12-17**

Children, ages 12 through 17, who have picture identification, including their current address, may obtain a library card without the presence of a parent or guardian. Children, ages 12 through 17, who do not have picture identification must have a parent or guardian with picture identification, including their current address, be present to obtain a library card.

**Student Cards**

Library card applications for students enrolled at Dudley-Charlton Regional School District schools and Bay Path Regional Vocational Technical High School will include a teacher's initials. The school is responsible for verifying student information before submitting the application to the Library.

**Out-of-State Residents**

Out-of-state residents may apply for a card provided they meet the criteria outlined above.

**Residents of Massachusetts Uncertified or De-Certified Public Libraries**

In accordance with the State's Minimum Standard for Public Service (Massachusetts General Laws, Ch. 78, Section 19B 1 & 6), the Charlton Public Library extends reciprocal borrowing privileges to the residents of the Commonwealth who reside in towns who also meet the standards. Such reciprocity is not possible when a library ceases to provide services or reduces its hours below a reasonable level for the size of the community it serves. It is, therefore, the policy of the Charlton Public Library to discontinue borrowing privileges to residents of communities that terminate library service or are de-certified by the Massachusetts Board of Library Commissioners. The Library Board of Trustees, Library Director, and municipal executives of the affected community will be notified in writing by the Charlton Public Library Board of Trustees when reciprocal borrowing privileges have been terminated. The Charlton Public Library Board of Trustees agrees to provide reinstatement of borrowing privileges to all affected borrowers once the library has been re-certified.

Approved by the Board of Library Trustees on September 19, 2025