

# The Brookfield Library

## Policy 100: Borrower Registration And Library Cards

### Section 1: Eligibility For Receiving Library Cards

Every resident of Brookfield is entitled to:

- apply for and receive a borrower's card (hereafter referred to as a "library card") from The Brookfield Library, free of charge
- apply for and receive renewals of that library card upon its periodic expirations, also free of charge.

### Section 2: Uses Of Library Cards

Except as indicated below, a valid Brookfield library card entitles its owner to:

- borrow materials from The Brookfield Library, subject to the rules governing the circulation of library materials as outlined in Policy 200.
- borrow materials from other Connecticut libraries that participate in the Connecticut reciprocal borrowing program, subject to the rules governing the circulation of library materials as outlined in those libraries' policies

### Section 3: Categories Of Library Cards

*Adult library cards* will be issued to Brookfield residents ages 14 and older.

*Children's library cards* will be issued to Brookfield residents ages 13 and younger. It is the policy of this library to set no minimum age for borrower registration. A child may apply for and receive a library card at any age, with parental approval.

*Homebound library cards* will be issued to Brookfield residents who meet the eligibility requirements to receive homebound delivery service. Homebound library cards are for use in The Brookfield Library only.

*Institutional library cards* will be issued to institutions with offices in Brookfield. This includes businesses, churches, schools, daycare centers, and other organizations. Institutional library cards are for use in The Brookfield Library only.

### Section 4: Borrower Registration Requirements

#### A. Brookfield Residents (Adults And Children)

A Brookfield resident who wishes to receive a library card must complete a borrower registration form. Identification and proof of residency will be required. A "Brookfield resident" is defined as a person who makes Brookfield his or her principal town of residence.

A parent or legal guardian must sign the borrower registration form of his or her child under the age of 14. By signing, the parent or legal guardian accepts responsibility for settling any and all fines, damages, losses, or other assessments against the library card of his or her child.

*B. Homebound Brookfield Residents*

A homebound library card will be issued free-of-charge to any Brookfield resident who meets the eligibility requirements to receive homebound delivery service. Those wishing to receive this service and a homebound library card must complete an application for homebound delivery service, as well as a borrower registration form.

*C. Institutions*

An institutional library card will be issued free-of-charge to any organization in Brookfield that makes a request in writing on its official letterhead. Such a request must be signed by the officer who will assume responsibility for settling any and all fines, damages, losses, or other assessments against the card. A borrower registration form also must be completed by that officer. The resulting library 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 officers, employees, or members.

*D. Out-Of-Town Residents*

A Connecticut resident who does not live in Brookfield may borrow materials from The Brookfield Library by presenting a valid Connecticut library card issued by his or her hometown library. An out-of-town resident has the same borrowing privileges as do Brookfield residents, subject to the rules of The Brookfield Library governing the circulation of library materials as outlined in Policy 200, with the exception of certain electronic resources that are limited to use by Brookfield cardholders only.

*E. Brookfield Property Owners With Principal Residence In Another Connecticut Municipality*

A person who owns property in Brookfield, but who makes his or her principal residence in another Connecticut municipality, must receive his or her library card from the library of that principal residence municipality. In accordance with Connecticut General Statutes (Title 11, Section 3a, part e) and the Connecticut card guidelines, "principal residence" is determined by the address as printed on a current driver's license, social security card, or income tax return. A borrower in this category has the same borrowing privileges as do Brookfield residents, subject to the rules of The Brookfield Library governing the circulation of library materials as outlined in Policy 200.

*F. Brookfield Property Owners With Principal Residence In Another State*

A person who owns property in Brookfield and lives here on a temporary basis, but who makes his or her permanent residence in another state, may be issued free an adult library card for use in The Brookfield Library only. Such a card will remain in effect only during his or her term of residence in Brookfield. A borrower in this category has the same borrowing privileges as do Brookfield residents, subject to the

rules of The Brookfield Library governing the circulation of library materials as outlined in Policy 200.

*G. Visitors*

A person who lives out-of-state and who visits relatives or friends in Brookfield for at least 1 month at a time may be issued a temporary adult or children's library card for use in The Brookfield Library only. Such card will be valid for a period of 1 year. The head of household, or the consenting adult member of the family with whom the visitor is staying, as well as the person requesting the card, must complete and sign the borrower registration form. The local head of household or adult co-signer is responsible and liable for any and all fines, damages, losses, or other assessments against the resulting visitor's card. A borrower in this category has the same borrowing privileges as do Brookfield residents, subject to the rules of The Brookfield Library governing the circulation of library materials as outlined in Policy 200.

*H. New York State Residents*

A resident of New York State who works in Brookfield and who wishes to borrow materials from The Brookfield Library may be issued a card for use in The Brookfield Library only. In order to receive this card, the New York State resident will be required to complete and sign a borrower registration form and pay an out-of-state user fee equal to the Town of Brookfield's budget appropriation for the library during that fiscal year divided by the population of Brookfield, as determined by the most recent *Connecticut State Register and Manual*. Upon completion of these requirements, the New York State resident will be issued a library card, which will be valid for a period of 1 year. A borrower in this category has the same borrowing privileges as do Brookfield residents, subject to the rules of The Brookfield Library governing the circulation of library materials as outlined in Policy 200.

*I. Library Staff*

Library staff may use their hometown library cards to check out library materials. All materials borrowed by staff members must be properly cataloged, processed, and charged out on the circulation system. Staff members may not charge out items on hold for other patrons. Staff members are expected to return borrowed materials on time, or to renew them. While they are exempted from overdue fines, staff members are responsible for damage or loss of library materials.

**Section 5: Identification**

Library cards of all categories will be issued only after verification of identity and proof of residency are established. All persons will be required to present one of the following items at the time of library card registration:

1. A Connecticut driver's license
2. A Connecticut motor vehicle registration
3. A voter registration card

4. A current telephone or utility bill
5. A lease agreement or rent receipt
6. A property deed
7. A current tax receipt
8. A checkbook with name and address imprinted
9. A student report card, school schedule, or school ID

The proper form of identification for an institution applying for a library card will be its official letterhead.

### **Section 6: Expiration Dates**

The Library Board of Trustees will fix expiration dates for all categories of library cards.

### **Section 7: Responsibilities Of Library Card Owners**

Owners of Brookfield library cards:

- assume responsibility for all materials borrowed on their library cards.
- assume responsibility for settling all fines, damages, losses, or other assessments incurred by the use of their cards. (The nature and extent of such charges are outlined in Policy 200.)
- should report lost or stolen cards to the library as soon as possible.
- should report changes in names, addresses, telephone numbers, and other contact information to the library as soon as possible.

Statements to the effect of the above will be printed on the library cards and/or on the borrower registration forms.

### **Section 8: Replacement of a Lost or Damaged Library Card**

If a library card owner loses his or her library card, or damages the card (valid or expired) beyond use, a replacement card will be issued only upon payment of a lost card fee. This fee will be fixed by the Library Board of Trustees and will be charged to reimburse the library for the costs of labor and materials to establish a replacement card.

### **Section 9: Use Of Library Cards By Children**

All circulating library materials are eligible for borrowing by all cardholders. Accordingly, it is the policy of this library that the responsibility for approving or rejecting the choice of library materials made by minors rests with their parents or legal guardians alone. It is neither the right nor the responsibility of the library staff to permit or forbid a minor to borrow a specific item.

*Adopted by the Library Board of Trustees, November 17, 1997; revised 9/24/03; revised 2/23/2011*