

LIBRARY CARD POLICY

The Cheshire Public Library card policy provides guidelines for attaining a library card that can be used at the Cheshire Public Library as well as at other libraries in the state. Cheshire residents are entitled to a free Cheshire Public Library card, provided they fill out an application and show proof of identity and Cheshire residency.

Types of Cards:

Adult Library Cards: Cheshire residents ages 18 and over will receive an adult library card. This entitles them to access materials in both our physical and digital collections, as well as to items available at any of the 31 libraries in our library consortium.

Youth Library Cards: Cheshire residents under the age of 18 will receive a Youth library card. A parent/legal guardian must sign the youth's library card application and proof of identity and residency must be shown. The parent/legal guardian accepts financial responsibility for any items checked out on their child's library card. Only a parent or legal guardian is able to create a card for their child. This does not include childcare providers or non-guardian relatives. The library may restrict certain items from being checked out on a youth card based on the item and collection.

Acceptable forms of proof of residency include a current:

- Driver's license
- Car registration
- Lease documents
- State of Connecticut identification card
- Check
- Official correspondence from a utility company
- Student identification card
- Rent receipt
- Bank statement

*If you are unable to prove Cheshire residency for any reason, please see a staff member as exceptions can be made based on special circumstances.

Library Card Expiration dates and renewals:

Library cards expire three years from the date of issuance. Cards can be renewed for another three years, either in person or over the phone. A Cheshire Public Library card ceases to be valid when the cardholder moves out of Cheshire.

Special Borrowing Situations:

Out-of-town Residents: Connecticut residents who do not live in Cheshire but have a library card from their hometown library may register their card to borrow items from the Cheshire Public Library. They will need their hometown library card as well as a form of ID that shows their address. Their library card cannot be expired. Connecticut residents under the age of 18 who would like to register their out-of-town card will need a parent/legal guardian signature to do so. An out-of-town patron has many of the same privileges as a Cheshire resident and the same responsibilities.

Children of dual households: Children who live in two different residences can have one card from each residence. Parents/legal guardians need to show proof of identity and Cheshire residency and must sign the children's library card application. The parent/legal guardian accepts financial responsibility for any items checked out on their child's Cheshire library card.

Library Card Privileges:

Cheshire Public Library cardholders can:

- borrow materials from the Cheshire Public Library collection, subject to circulation rules and policies. They are also able to borrow physical materials from any one of the 31 member libraries in our consortium.
- register their card at Connecticut libraries outside of our consortium, subject to their borrowing rules.
- borrow materials from libraries outside of our consortium via Interlibrary loan. (Available to Cheshire residents only)
- access our online databases and resources. (Available to Cheshire residents only)

Library Card Responsibilities:

Cheshire Public Library cardholders:

- assume responsibility for library materials borrowed on their card.
- assume responsibility for paying for any lost or damaged items.
- agree to report changes in name or contact information as soon as possible.
- agree to report a lost/stolen card as soon as possible.

*If a cardholder allows others to take materials out using their card, the cardholder is responsible if those materials are damaged or not returned.

Use of Library Cards by minors: The Cheshire Public Library seeks to provide free and equal access to information through its shared collection of physical and digital items for all ages. It is the policy of the Cheshire Public Library that parents and caregivers, not the library staff, are responsible for monitoring and approving the selection of materials made by minors under the age of 18. It is the parents or caregivers, and only them, who may restrict their children, and only their children, from borrowing specific library materials.

Patron Confidentiality:

Connecticut State Law protects your privacy. Connecticut State Statute, Section 11-25 states:

- a. The libraries established under the provisions of this chapter, and any free public library receiving a state appropriation, shall annually make a report to the State Library Board.
- b. (1) Notwithstanding section 1-210, records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the records may be disclosed to officers, employees and agents of the library, as necessary for operation of the library.

(2) Information contained in such records shall not be released to any third party, except (A) pursuant to a court order, or (B) with the written permission of the library user whose personal information is contained in the records.

Linked Accounts:

Cheshire Public Library offers linked patron records allowing staff to see multiple patron records quickly. Library staff can easily switch from one patrons' record to another, seeing what is checked out on multiple cards, if any money is owed, and if holds have been placed or are available for pick up. Linked records can only be seen by library staff and cannot be seen in account information found in the online catalog. Patrons must opt-in to this feature and more information is available upon request.