

BEALS MEMORIAL LIBRARY - LIBRARY CARD POLICY

- Any resident of Massachusetts with proper identification (including home address) may apply for a card. See below for acceptable forms of identification.
- Your first card is free. Replacement cards cost \$2.00 for adults and \$1.00 for youth under 18 years old.
- Your library card can be used at other CW MARS public libraries in Central and Western Massachusetts. If you already have a card from another member library you may use it at the Winchendon library.
- If you reside in a Massachusetts community with a closed or decertified public library, you will not be able to borrow or request materials from Winchendon's Public Library unless an annual fee of \$30.00 is paid to the library.
- The library cannot honor library cards issued by college or university libraries which use the CW MARS circulation system. If you happen to have a card issued by such a library, and want borrowing privileges at public libraries, you must obtain a CW MARS card from a public library, such as Winchendon's Beals Memorial Library.

Acceptable Forms of Identification:

Library cards are issued by the Beals Memorial Library upon presentation of our completed Library Card Application and acceptable identification. Before a library card can be issued, all applicants must show identification containing their name and current home address. Parents or guardians may use their identification to satisfy this requirement for their minor children living with them.

Acceptable forms of identification include:

- Driver's license (or state issued ID)
- Automobile registration
- Lease or rental agreement
- Utility bill (issued within the last month)*
- Bank statement or check*
- Piece of cancelled mail (postmarked within the last month)*

* Digital copies accepted.

A Post Office Box may be used as a mailing address, but cannot be used as proof of residence.

Library Cards for Minors:

A parent/guardian must sign for applicants under the age of 18. Parental identification and proof of address are required. A parent/guardian must accompany their child when returning the signed application to the library. If a parent/guardian cannot accompany their child, applicants can use technology such as Facetime to provide identification and prove residency.

Foster children who live in Winchendon, and students who attend the Winchendon School, can apply for a library card without parent/guardian identification and proof of residence.

For Foster Children: All fines and fees incurred on a child's account are the responsibility of the foster parent. As per DCF directive, it will be noted on the account that the child is in DCF custody.

For Winchendon School Students: All fines and fees incurred on a student's account are the responsibility of the parent/guardian. Applicants are required to include their parent/guardian mailing address. A parent/guardian signature is also required before a card can be issued. It will be noted on the account that the student is enrolled at the Winchendon School.

Library Card Expiration Dates:

Library cards expire two years from the date of the application. After that, the card must be renewed. At that time, patron information is verified and the same card will be updated for use. There is no cost for renewal.

Cards for Residents of Other States or Massachusetts Residents from Closed or Decertified Towns:

There is an annual fee of \$30.00 for out-of-state residents or for Massachusetts residents whose town library has been closed or decertified. Identification and proof of address are required. This fee will be waived if the applicant shows proof of property ownership or employment in the Town of Winchendon.

Revised: 11/22

BEALS MEMORIAL LIBRARY – LIBRARY CARD APPLICATION

PLEASE PRINT!

Your age group: (Please Circle) Juvenile: 0 – 11 Young Adult: 12 – 17 Adult: 18 – 50 Senior: 60+

Date of Birth: ____ / ____ / ____

Name: Last: _____ First: _____ Middle Initial: _____

Mailing Address:

Number Street Apt # Town Zip Code

Residential Address: (If different from above)

Number Street Apt # Town Zip Code

Home Phone: (_____) _____ - _____ Mobile Phone: (_____) _____ - _____

Check here to receive your hold notices via text

Name of cell carrier: _____

Email Address: _____

Would you like to be notified of library events and activities via email? Yes No

I agree to be responsible for all materials borrowed with this card, including all fines incurred and any lost or damaged materials charged upon it. I understand that it is my responsibility to familiarize myself with the loan periods and fines, and that the library cannot be held responsible for damage occurring to my audio or video equipment during use of library materials.

Signature

Date

FOR PARENTS OR GUARDIANS OF APPLICANTS UNDER AGE 18:

I acknowledge that parents, and not librarians, are responsible for supervising their children's reading and viewing choices. Please check below if you want your child to be accorded the following privilege(s):

- My child is permitted to borrow library DVDs (overdue fine is \$1.00 per day)
- My child is permitted to borrow library video games (overdue fine is \$1.00 per day)
- My child (who is at least 9 years old) is allowed to use the library's computers and access the internet in my absence.

Please note: In signing this application the parent/guardian acknowledges responsibility for all fines and fees incurred by their minor children.

Print Name

Signature

Date

STAFF USE ONLY:

Card Number: _____

Form of Identification: _____ Date: _____ Initials: _____