

## **Policy #1 Library Cards**

The Booth & Dimock Memorial Library makes library cards available to town residents so eligible patrons can borrow materials from the Library's physical and digital collections.

Library cards are available to all Coventry residents, regardless of age. It is preferred that a parent or guardian provide a signature for those under 18. However, patrons 14 and over who are able to provide proof of address may get a Library Card, without signature from a parent or guardian.

A valid library card must be presented in order for library staff to share or change any account information pertaining to that card.

A valid library card from a Connecticut Public Library is required to borrow materials from the Booth & Dimock Memorial Library while the BorrowIT program through the State Library is in effect.

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Revised May 2012  
Revised May 2007  
Revised April 1997



## Library Card Procedures

Any Coventry resident may request a Booth & Dimock Memorial Library card at either circulation desk.

- The Library Assistant:
  - follows Bibliomation procedure to create a new library card,
  - requests ID or a piece of mail for all patrons 18 and over, or for unattended minors 14 and over
    - All patrons under 14, and those 14-17 who are accompanied by an adult, require a parent/guardian signature
  - requests patron's signature on card,
  - gives the new patron a Library information packet.
  
- The Library patron:
  - receives a library card at no charge and will renew the card every five years.
    - is charged a \$3.00 replacement fee if the card is lost before expiration.
  - may borrow from other Connecticut libraries through the Inter-Library Loan program provided they have a Coventry card in good standing.
  - must present his/her own library card when checking out materials.

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