

Purpose

The Thayer Memorial Library brings people, information, and ideas together to enrich lives and build community. The Library Membership Policy of the Thayer Memorial Library exists to facilitate the Library's stated mission of free and open community access to the services, materials, and information contained in the Library's general collections.

To borrow materials from the Library, visitors are required to register for a Thayer Memorial Library membership or present a valid CW MARS library card issued to the holder from an MBLC certified public library.

Definitions

DIRECTOR means the Library Director, or in their absence, staff the Director has established as their proxy.

Books, videodiscs, audio discs, and other circulating materials will be referred to interchangeably as items, materials, devices, etc.

A PARENT means a person who has the legal authority to care for the personal and property interests of a minor. A legal GUARDIAN means a person who has the legal authority and the corresponding duty to care for the interests of another person, called a ward. The term Parent will include Guardians and all other statutory bodies which are recognized by the state and have the legal authority to care for the personal and property interests of a minor or a ward.

Membership Registration

Library cards are issued free of charge to Lancaster residents and residents of the Commonwealth who live in communities with libraries certified by the Massachusetts Board of Library Commissioners [MBLC].

Adults

An applicant for membership shall show identification with a current residential address. Alternatively, an applicant may provide two forms of secondary identification as long as they combined contain a photograph and identifying information such as name and current residential address. Providing identification with only a post office box number or information related to school or other temporary residence is not adequate. Applicants shall provide either a telephone number or an email address. The following are considered acceptable forms of identification:

- a valid Massachusetts driver's license provided it contains a photograph and a current residential address;

- a valid driver's instruction permit or an identification card issued by the Massachusetts Registry of Motor Vehicles provided it contains a photograph and identifying information including name and current residential address; or
- a federal or state identification card provided it includes a photograph and identifying information including name and current residential address.

Acceptable secondary forms of valid identification (two required) include:

- a U.S. Armed Services identification card;
- a U.S. Passport Card;
- a U.S. Permanent Residence Card [PRC];
- a school identification card with a photograph;
- a voter registration card;
- a Native American tribal document;
- a current residential property tax statement, rent receipt or lease agreement;
- a current utility bill;
- a bank checkbook with a current address imprinted on checks;
- a current bank statement; and
- a canceled mail parcel to the applicant with the current residential address postmarked within the last week.

If none of these forms of identification can be presented, other types of documentation may be accepted by the Director.

Memberships are valid for two years, at the end of which time cardholders will be asked to verify all contact information on file. The Library may, at any time before an account's expiration date, require cardholders to authenticate all contact information on file. It is the cardholder's responsibility to notify the Library when their contact information changes.

Cardholders with an active account in good standing may establish a designated borrower to pick up holds or attend to special requests of the cardholder. In all cases, the cardholder requesting this provision is responsible for the care and return of any borrowed materials. A cardholder may remove a designated borrower from their account at any time.

Minors

For applicants under the age of eighteen [18] to obtain a membership, a Parent must be present to sign a completed application. The applicant must be at least five [5] years of age and able to sign their name. The Parent shall be responsible for all items checked out on their children's cards. Parents have the right to suspend the membership privileges of minors for whom they are responsible at any time.

Minors sixteen [16] years of age or older can apply for membership on their own if they can provide a valid driver's instruction permit or an identification card issued by the Massachusetts Registry of Motor Vehicles provided it contains a photograph and identifying information including name and current residential address

In some cases, public schools may facilitate the process of student application for membership and, on behalf of the Library, distribute applications to be brought home to students' parents, filled out, and returned to the school authority. The school shall then deposit the completed applications to a Library authority for processing. Those cards shall be distributed to minors only when supervised by a teacher or parent.

Guardianship

For applicants under the supervision of a Guardian to obtain a membership, the Guardian shall be present to sign a completed application. In each case, Guardians shall be responsible for all items checked out to their ward. Guardians have the right to suspend the membership privileges of wards for whom they are responsible at any time.

For Schools and Local Residential Programs

Local schools and residential programs may register for corporate membership. Those cards are issued to organizations, which assume all responsibility for any activity on their account and accept liability for all fines and replacement fees. Corporate membership and card use shall be monitored and only be employed by the organization's authorized staff. Local schools and residential programs may contact the Director for further details.

Visiting Family Members

Residents of Lancaster in good standing with the Library can request a temporary Library membership for a visiting family member staying in the resident's home. To obtain a temporary membership, residents should contact the Library and request a temporary membership application. Temporary memberships are issued for a 3-month period. This period may be extended by the Director. Temporary memberships issued to visiting family members permit the holder to borrow materials owned by the Thayer Memorial Library exclusively and cannot be used to place Holds or Interlibrary Loans, or employ any other mechanism to borrow materials from any other library.

Applicants who do not meet Residency Requirements

Applicants who do not meet Massachusetts residency requirements may purchase a one-year library card for a non-refundable fee of \$15. Cards issued to applicants who do not meet Massachusetts residency requirements only permit the holder to borrow materials owned by Thayer Memorial Library and cannot be used to place Holds or Interlibrary Loans, or employ any other mechanism to borrow materials from any other library. Applicants who do not meet Massachusetts residency requirements, but do pay Lancaster property taxes, can have their \$15 card fee waived with proof of tax payment status.

“No card, No Service”

Cardholders who have lost their library card may apply for a new card by showing valid identification and paying a non-refundable \$2 replacement charge. If the cardholder finds their first card, it shall be destroyed or returned to the Library for disposal. Any exceptions to this provision shall be made by the Director.