

POLICY STATEMENT

Library cards are issued in order to identify eligible users and to determine the level of access to services and resources.

WORCESTER PUBLIC LIBRARY CARD

Any resident of Massachusetts is eligible to apply for a Worcester Public Library Card for free as a first time user. A library card gives borrowing and computer usage privileges at the Main Library and branches and provides remote access to the Library's online resources. A library card is valid for 2 year unless otherwise noted.

A Worcester Public Library card is valid for the card holder only and should be treated with great care. Card holders are held responsible for material obtained with their library cards. Card holders should report immediately to the Library:

- the loss of a card
- a change in name
- a change in mailing address
- a change in phone number
- a change in email address

HOW TO OBTAIN A WORCESTER PUBLIC LIBRARY CARD

You may apply for a Library card in person at any of the [three Library locations](#) or apply [online](#).

In order to get a Worcester Public Library card you need a:

- Valid Photo I.D.
- Proof of current address

Acceptable Photo I.D. includes but is not limited to:

- Valid Massachusetts Driver's License
- Valid Massachusetts State Identification Card
- Passport
- Alien Registration Card
- Government Issued cards, such as Military I.D. or D.O.C.I.D.
- University or school I.D.
- Out-of-state driver's license
- W.R.T.A. bus pass
- State issued photo I.D. including welfare, Medicaid or F.I.D. card

Acceptable Proof of Address includes but is not limited to:

- Valid Massachusetts Driver's License with current address
- Valid Massachusetts State Identification Card with current address
- An imprinted bank check or deposit slip
- Rent receipt (confirming 30 day occupancy)
- Utility bill dated within the last 30 days

- Letter verifying residency and mailing address dated within the last 30 days from a social service provider, temporary employer that provides housing, or a short-term residence

Please note a Post Office Box or business address is not acceptable as proof of residency but may be used as a mailing address.

If you are unable to provide the above means of identification and address verification, the Library will mail you a post card. The post card must be returned within 21 days, at which time you may obtain a library card.

All Library Cards can be renewed easily at the checkout desk by confirming orally that you still live at your current address. If you have moved, you are required to notify Library staff and will need to re-verify your address by presenting one of the noted address verifications.

Unique Applicants for Library Cards

ARC¹ faculty, staff and students with a valid ARC card and photo ID may apply for a library card. The library card expiration date will be corresponding to the ARC card.

Teens between the ages of 13 and 17 unable to meet the I.D requirements will need a parent or guardian with them to show acceptable I.D. and sign the Library card application form. Teens are also eligible to obtain their Library cards with a postal card mailed to the home.

Children under 13 years are required to have a parent or guardian with them to show acceptable I.D. and sign the Library card application form.

Students attending area colleges or private high schools may obtain a Library card using their school I.D. and proof of permanent home address.

Institutions may apply for a library card. A verification letter from the institution (official letterhead) with an Administrator's signature is required for the organization to receive a card. Institutional Library cards are kept in the Library at the Circulation Desk. A list of authorized users must be provided and updated when changed.

Out-of-State Residents with photo I.D. and proof of current address may obtain a Library card for a \$10 annual fee. Non-residents working in Worcester may obtain a library card free of charge. Acceptable proof of employment in Worcester includes, but is not limited to, a business card, a pay stub, or a letter from the employer on business letterhead.

REGULATIONS

1. An individual may have one Worcester Public Library card only.
2. An application process must be completed for each card.
 - a) Only applicants age thirteen² and above may register for a library card online.

¹ ARC stands for **Academic and Research Collaborative**. ARC is a coalition of academic, public, and special research libraries working together to facilitate the sharing of resources and services for the benefit of their collective users.

² U.S. Code, Title 15 §§ 6501-6506, P.L. No. 105-277, 112 Stat. 2681-728. More information may be found at [The Children's Online Privacy Protection Act \("COPPA"\)](#).

- b) Minor applicants need a parent or guardian's co-signature. Co-signers are responsible for fines, and materials lost or damaged by minors under eighteen years old.
 - c) An institution is responsible for the use of the Institution Card and all financial obligations incurred.
3. As a first-time borrower, you may borrow two items when you receive your Library Card, except children and teens who may borrow up to six items³. On subsequent visits the Worcester Public Library, as part of the C/W MARS library network, allows a person to have up to 50 items checked out at one time.
 4. Borrowing privileges are blocked if library materials are not returned, not returned in good condition, if overdue fines exceed \$10, if the library card expired, or a patron has 50 or more items checked out. A patron must bring his library card to enable full borrowing privileges.
 5. It is the cardholders' responsibility to inform the Library when any patron information such as name, address, telephone number or e-mail address changes.
 6. Cards must be renewed when they expire. Computer access will not be available when the library card expires.
 7. The cardholder is responsible for the safekeeping of the card and for all materials borrowed on the card. The cardholder agrees to abide by library lending rules and all policies and regulations. See Library's Circulation Policies and for further details.
 8. If the cardholder claims to have returned materials, the library will search for the missing items, and the cardholder is encouraged to do so as well. Long overdue items will be billed to the cardholder's account.
 9. There is a replacement charge for lost cards (\$.50 for children, young adults and seniors; \$1.00 for adults). Lost cards should be reported immediately. The library is not responsible for billed items or overdue fines on lost cards.
 10. Patrons are encouraged to always bring their library card with them. A photo ID will be accepted if the card is forgotten. Patrons will still have the same borrowing privileges with photo ID.
 11. It is the library policy to discontinue borrowing privileges to residents of communities without certified public libraries and to discontinue interlibrary loans to such libraries, except when a library is not certified because of conditions beyond the community's control such as fire or natural disaster or other extenuating circumstances as determined by the Board of Directors. See WPL Non-Resident Use Policy and a list of Non-certified Libraries at Massachusetts Board of Library Commissioners (MBLC) site.

PATRON PRIVACY

In compliance with Massachusetts statute, the Library will not provide information about a patron's library record to anyone except the patron or by court order. See also Worcester Public Library Privacy Policy.

³ The loaning rule of patrons in temporary status is determined by thresholds established by C/W MARS Network.