



**Stockbridge Library Association**  
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**[www.stockbridgelibrary.org](http://www.stockbridgelibrary.org)**  
**Library Card Policy**  
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### **Library Cards**

In order to check out library materials or request items from other libraries, you will need a current library card. All residents of Massachusetts communities with public libraries certified by the Massachusetts Board of Library Commissioners are eligible for a free borrower's card from the Stockbridge Library. Any part-time or out-of-state residents staying locally for a minimum of one month who present identification and proof of their local residence also may register for a free library card. Non-residents who work in Stockbridge may receive a card as well. If you have a card from another public library that is a member of Central/Western Massachusetts Automated Resource Sharing, Inc. (C/W MARS) network, you may use that card at the Stockbridge Library.

### **How to Get a Card**

Signing up for a library card is both free and easy! To register for a library card, you will need to come to the library in person and present a photo ID bearing your name and current address (e.g. a driver's license). If the photo ID does not have the current mailing address, a separate proof of address (e.g. a current bank statement, utility bill, or car registration) will be required. Patrons providing a post office box number as their primary address also will be asked to provide their street address.

Both parent (or guardian) and child must be present when requesting a library card for a child under the age of 18. Children or young adults (from birth through age 17) with no identification may use a parent's or guardian's identification.

Part-time residents or out-of-state residents staying locally for a minimum of one month will need to show identification with their permanent out-of-state address as well as documentation of their current temporary status (e.g., lease or rental agreements, land deeds, etc.). Non-residents who work in Stockbridge will need to show identification with their permanent out-of-state address as well as documentation of their current local employment (e.g., paystub, business card, etc.). Other borrowers not residing in Massachusetts who do not fall into one of these categories may receive an out-of-state borrower's card for the cost of \$25.00 per year (any twelve month period).

### **Using Your Card**

Patrons are expected to present their library cards when borrowing materials from the library. If you come to the library without your card, you still may borrow material by showing photo identification with your name and address. The library reserves the right not to lend materials to a person who cannot present his or her own library card or valid ID, or to anyone who presents a library card registered to another person.

Library cards are not transferable; no one may use another person's library card (see also Confidentiality of Library Records below). Exceptions will be made only if a cardholder comes to the library in person and designates another individual who may use his or her card.

### **Responsibility of the Cardholder**

When you sign up for a library card, you agree to be bound by the library's current borrowing policies. Cardholders are responsible for all materials checked out on their cards, including any fines charged for overdue, damaged or lost items. Borrowers also are responsible for keeping their registration current.

### **Lost or Replacement Cards**

If your library card is lost or stolen, please report it to the library immediately for your own protection. We will block the record so no one else can use your card. However, you are responsible for all items checked out on your card up to the date that you report it missing.

You may request a replacement card by presenting a photo ID with your current name and address to any staff member. The cost of a replacement card is \$2.00.

### **Confidentiality of Library Records**

Your right to privacy is respected by the Stockbridge Library Association and therefore we require that you use your own library card and we urge you not to let others use your card. In addition, in accordance with Massachusetts General Laws Chapter 78, Section 7, public libraries in Massachusetts are prohibited from providing information concerning the identity or intellectual pursuits of any library user to any other individual or representative of an outside agency. Library officials and employees will not disclose borrowers' records or personal information to others except when required by law.

### **Great Things You Can Do with Your Library Card**

- Borrow from any public library (and some academic libraries) in the C/WMARS Network
- Check your library record online at <https://bark.cwmars.org/eg/opac/login>, where you can renew materials and check the status of your holds
- Request materials online from all member libraries (<http://bark.cwmars.org/eg/opac/home/>) and have them delivered to the member library of your choice
- Receive reminder notices by email
- Download eBooks and eAudiobooks from the C/WMARS Digital Catalog at <http://digitalcatalog.cwmars.org>