

Middlebury Public Library Card Policy

- Library cards are issued to individuals only, each person may have only one library card. No library card shall be issued for the joint use of a group, class, family, church business, group home or any other organization.
- The statewide *Connecticard Program* allows state residents who have a current and valid library card, issued by any Connecticut public library, to register their card for borrowing privileges at the Middlebury Public Library. Likewise, your Middlebury Public Library card may be registered at any other Connecticut public library.
- The Middlebury Public Library will issue a free library card to any person who is a current resident of Middlebury and can establish proof of residency. A person who is a Middlebury property owner (but not a year-round resident) may also receive a free library card by presenting a tax receipt, showing a form of photo identification, and completing the borrower application at the Middlebury Public Library. You must apply for your card in person. Children aged 12 and under are required to have a parent or guardian's signature when applying for a library card with the adult assuming full responsibility for activity on the child's card. Children must be able to write their name to apply for a library card.

Identification Process

Proper identification is required to get a library card. Residents of other towns are also required to show ID matching their hometown library card when registering their card for borrowing privileges at the Middlebury Public Library. Preferred forms of identification are:

- Valid Connecticut driver's license
- Government issued ID cards or documents
- University or school identification card with picture

If your current address is not listed on your photo identification, please bring one of the following documents along with your photo ID:

- Current utility bill (phone, electric, water, etc.)
- Official mail with recent postmark (bank statement, insurance bill, tax bill, etc.)
- A personal check with current address

Updating and replacing your card

- Please report lost or stolen library cards immediately

- Notify the library about changes in mailing address, telephone number or email address
- Library cards in good standing are renewed in person every three years
- All fines or replacement materials attached to the library card must be paid for at time of renewal
- To replace a lost library card for an adult, the owner must show photo identification, proof of residency and pay a \$2.00 replacement fee.
- To replace a lost card for a child under 12, the parent or legal guardian must co-sign again and supply proof of residency. A parent or legal guardian may not authorize a child's library card if his/her own library card is in a blocked status.
- A Middlebury Public Library card can be suspended whenever the cardholder is guilty of breaking library rules, including but not limited to; owing fines in excess of the established maximum limit, owing money for a lost or damaged collection item, damaging library property, behaving in a disorderly manner, or committing other infractions prohibited by library policy.

Library card privileges

- A Middlebury Library cardholder may borrow materials from the Middlebury Library
- A Middlebury Library cardholder may utilize the services, programs and equipment of the Middlebury Library
- Borrowers may place holds on most library items or request holds to be placed by a staff member
- Borrowers may renew most library items once. The library cannot renew an item if another user has placed a hold on it; the borrower's name can be added to the waiting list
- Only Middlebury residents may borrow museum passes

Library card responsibilities

- Borrowers assume responsibility for the care and safety of library materials borrowed on his/her card.
- Borrowers assume responsibility for paying fines levied against his/her card
- Borrowers are discouraged from lending their library cards to others for use. **Card holders who allow their library cards to be used by others continue to be responsible for the care and safety of all library materials checked out to their cards, as well as, paying fines, replacement charges and other financial assessments that result from the use of their cards.**