

Tewksbury Public Library Policy

Library Card Policy

Tewksbury Public Library services are available to anyone who enters the building; a valid library card or identification is required to take materials out of the building. For the fastest service, an individual should present his or her own library card each time materials are checked out. If the individual forgets to bring his or her library card, the individual can present government issued photo identification in lieu of the library card. Lost, misplaced or stolen library cards will be replaced at a cost of \$1 each time. Each library card holder must comply with any borrowing restrictions linked to his or her card. Residents of other Merrimack Valley Library Consortium (MVLC) libraries must present a current, valid library card or identification from their hometown library.

Permanent Residents

Permanent residents of Tewksbury are eligible for a library card that can be used at the Library and at other libraries throughout the Merrimack Valley Library Consortium (MVLC).

Adults must complete an application signifying agreement with the Library's borrowing policies and show current identification with name and Tewksbury address. If a resident has just moved to Tewksbury, he or she may show identification and a utility bill or bank statement addressed to his or her Tewksbury address. Residents with a PO Box must provide proof of a street address as well.

Children aged 3 through 14 must be accompanied by a parent or legal guardian with proper identification as listed above and complete an application signifying agreement with the Library's borrowing policies. Teenagers aged 15 and over, must also complete an application signifying agreement with the Library's borrowing policies and provide proper identification. Proper identification for a teen can include a photo-identification card issued by the Tewksbury School System. Card holders are responsible for all fines, fees and damaged materials assessed to their cards. Parents or legal guardians are responsible for the fines, fees and damaged materials assessed to their child's card.

Temporary Residents

Temporary residents staying at least 2 months in Tewksbury are eligible for a library card to be used only at the Tewksbury Public Library. Examples of a temporary residence may include hotels, motels, shelters, rehabilitation centers, visiting family.

Adults must complete an application and provide a letter on program or company letterhead stating your name and the approximate length of stay here in Tewksbury. This letter must be signed by a supervisor. Youths in 7th-12th grade are eligible to get a card when accompanied by a parent or legal guardian at the time of application. Parent and Youth names can be listed on the same letter referenced above. Visiting family members can bring a letter from the family they are visiting as well as identification with their permanent address.

Temporary Library Cards are issued for a 3 month period. This period can be extended upon receipt of a new letter from your program, company or family.

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Borrowing is limited to 10 books, 2 DVDs, 2 CDs, 2 Audio Books and 2 magazines per library card. Temporary Library Card holders may also use their card to access computers at the Library and borrow museum passes per our current policies. Interlibrary loan and network reserves are not available for Temporary Library Card holders. Temporary Library Card holders are responsible for fines, fees and lost or damaged materials assessed to their cards.

Institutional Library Cards

Tewksbury institutions may apply for library cards for use at the Tewksbury Public Library by their staff members. Applicants must complete the Institutional Library Card application and submit a letter on institutional letterhead requesting the library card.

Public and Private Schools and Daycare/Preschool Institutional Library Cards accrue fines and fees for lost or damaged items.

Hospital Institutional Library Cards expire annually. Hospital residents may request permission from the hospital unit director to use the library card. Hospital Institutional Library Cards accrue fines and fees for lost and damaged items.

Interlibrary loan and network reserves are not available for Institutional Library Card holders. Institutional Library Card holders are responsible for all fines, fees and damaged materials assessed to the Institutional Library Card.

Out of State Resident Cards

Residents of other states have two options for library cards. They may apply for a Tewksbury use only library card at no cost. A Tewksbury only card allows borrowing only in Tewksbury and does not include interlibrary loan or network transfers. Residents may also apply for a MVLC card for a fee of \$75 annually. This card allows the out of state resident to use any library in the MVLC and includes interlibrary loan and network transfers.

Out of State Resident Cards expire one year from the application date and can be renewed in person.

The out of state fee will be waived for teachers working in the Tewksbury Public School System and employees working for the Town of Tewksbury. Applicants should provide proof of employment such as a current pay stub or dated identification badge.

Per Merrimack Valley Library Consortium (MVLC) policy, new Out of State Resident Cards will not be issued during any period in which an MVLC library or an MVLC-contingent community library is not certified. Existing Out of State Resident Cards will not be renewed during this time.