

**Edythe L. Dyer
Library Card Policy**

The Edythe L. Dyer Library (Library) is primarily supported by Hampden property taxes and because these resources are limited borrowing privileges have the following restrictions.

Library cards are free to residents of the Town of Hampden. A resident is defined as someone who owns property in Hampden or has a rental address in Hampden.

Resident and non-resident library cards may be issued to individual adults, individual children (age 6 years old and older) and institutions as defined below.

Library cards are free to Hampden town employees regardless of residency. Additionally, non-resident volunteers or program facilitators are eligible to hold a card free for one year.

Non-resident cards are available for an annual fee that entitles the non-resident to full borrowing privileges at the Library. The fee must be paid in full each year when the borrower's card is renewed. This fee is non-refundable.

All applicants for individual adult cards must complete an application card stating that they agree to obey all rules and regulations. The cardholder signing the application is responsible for all fines and replacement costs.

To obtain a Library resident card, applicants must present proof of residence or property ownership in Hampden. One or more items from the following list are required:

- valid driver's license or state I.D. card
- property tax receipt from Town Office
- utility bill with current address
- rent agreement with imprinted address
- car registration

Beginning at age 6 years, children may hold a card in their own name. The child, along with their parent or guardian, must complete the application card. The parent or guardian must sign the application card indicating that they are responsible for all fees, fines, and replacement costs. Children under the age of 6 years should use their parent's library card.

To provide proof of parent or guardian residence or property ownership, one or more of the items listed above must be presented.

Institutional cards may be issued to such institutions as:

- licensed day care facilities
- group homes
- schools

Institutional cards are subject to the same resident and non-resident requirements as individual cards. To provide proof of residence or property ownership one or more of the items listed above must be presented.

To obtain an institutional card the person responsible for the card must complete an application card and provide a letter on company letterhead (Appendix B) listing their title and stating that they understand that all fines charged due to lateness, damage, or loss of materials will be the responsibility of the title holder.

The holder of a current Library card may check out circulating materials and is responsible for returning them on time in good condition. Any card holder with outstanding fines of \$10.00 or more will be denied the privilege of checking out any type of material.

Patron Confidentiality

The Library safeguards the confidentiality and privacy of all records pertaining to the use of books and materials, including those juveniles as defined by State and Federal Laws.

Maine State Law, Title 27, Chapter 4-A, Section 121 states:

“Records maintained by any public municipal library...that contain information relating to the identity of a library patron relative to the patron’s use of books or other materials at the library are confidential. Those records may only be released with the express written permission of the patron involved or as the result of a court order.”

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