**Policy Regarding Library cards issued by the Taunton Public Library**

Massachusetts residents are eligible to receive, free of charge, a TAUNTON PUBLIC LIBRARY card for the privilege of borrowing materials, and to use the personal computer stations, including the Internet, upon presentation, in person, of identification and proof of current residency. Library cards are not required to use the typewriters, copy machine, or SAILS terminals. Library cards are required to charge out all materials, reserve and use the Internet and public access computers, reserve and charge out museum passes, and place holds on materials. The Taunton Public Library is a member of the SAILS library network. All holders of SAILS cards must abide by the rules of the library from which they have registered, and also by the rules of the individual libraries from which they may borrow materials.

 All library cards are free and available to individuals that can satisfy the identification requirement. Replacement of lost or damaged cards is $1.00. The library has the right to suspend privileges when library policy and regulations have been broken. Borrowing privileges will automatically be temporarily suspended throughout the SAILS system when overdue/lost charges exceed $10.00, until such time as the charges are paid.

 The Taunton Public Library is dedicated to protecting the privacy and confidentiality of our patrons. Our policy complies with the American Library Association’s Policy Concerning Confidentiality of Personally Identifiable Information about Library Users and the Massachusetts General Laws, Chapter 78, Section 7 (1994 edition): “Part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record as defined by clause Twenty-sixth of section seven of chapter four.” This policy pertains to the patron record and are defined as a record in any form that is maintained by the Library that contains any of the following types of information:

* Information an individual is required to provide in order to be eligible to use Library services or borrow materials
* Information that identifies an individual as having requested or obtained specific materials or materials on a certain subject
* Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject

and extends to circulation records (borrowing records, registration records, reserves or fine records), interlibrary loan transactions, database search records and reference interviews. No records can be made available to any inquiries, governmental or otherwise, unless a subpoena or search warrant has been served by court decree and the library administration has consulted with legal counsel to determine if it is proper to release the requested information.

Library records shall not be made available to any agency of federal, state, or local government or to any spouse or other individual, except in the following circumstances:

* At the request of a parent, guardian or custodian for the delinquent record of their child, including, but not limited to, lost books, fines, fees, of their child who hold a juvenile or young adult Taunton Public Library card. Specific title information will not be given out on young adults between 12 and 17 without the young adults consent.
* At the request or consent of the adult patron or young adult patron between 12 and 17 years of age who is the subject of the record or information
* In accordance with a subpoena, search warrant, or other court order, or to a law enforcement officer who is investigating a matter involving public safety in exigent circumstances. .

**Section A: Adults**

 All patrons over the age of 18 must show a picture i.d. and a current address. In most cases a non-expired driver’s license with current address is sufficient. Another type of picture i.d. and one piece of official documentation with a current address will be accepted in lieu of a driver’s license. Official documentation would include a utilities bill, welfare/medical card, student i.d., bank statement, check book,—but not canceled mail. If no picture i.d. can be provided, two pieces of official documentation will be needed.

 Patrons over the age of 18 will be required to fill out and sign, a library card application agreeing to the rules and regulations of the Taunton Public Library, and their responsibility for all fees and charges made against this card. This application will be kept in the library files.

Patrons requiring assistance, who have satisfied the identification requirement and acknowledge their responsibilities as a patron of the Taunton Public Library, can be assisted by a library staff member in filling out and signing their application cards.

 **Section B: Children**

 Adult cards are given to children at age 13.  Children younger than 13 years of are given children’s cards.  Children may fill out their own library card applications.

 Patrons under the age of 18 must have a parent, legal guardian, or any other family member of legal age present. The adult must show a picture i.d. and a current address. In most cases a non-expired driver’s license with current address is sufficient. Another type of picture i.d. and one piece of official documentation with a current address will be accepted in lieu of a driver’s license. Official documentation would include a utilities bill, government assistance/medical card, student i.d., bank statement, check book,—but not canceled mail. If no picture i.d. can be provided, two pieces of official documentation will be needed.

 The signing adult‘s address, telephone number and relationship to the child must also be recorded on the child’s library application form.

 Children of divorced parents are eligible to receive two separate cards reflecting the two different addresses of their parents. Please check with the Circulation or Children’s department if this is your case.

**Section C: Non-Massachusetts Residents**

Individuals who permanently reside out of state, including tourists, and individuals who permanently reside out-of-state but are residing in Massachusetts temporarily, such as College Students, Foreign Exchange Students, and Migrant Workers can receive a Taunton Public Library card as long as the proper forms of identification for their permanent address are presented.

Individuals with a temporary address in Massachusetts and/or a Massachusetts place of employment will be asked to include this information on their application cards.

 **Section D: Education - Cards and Tours**

Elementary school students are eligible to receive library cards through school/class tours under the guidance of the classroom teacher. Teachers must call the Children’s department for the specific registration procedures and to schedule a tour date.

Teachers of Adult learners in the Taunton area are encouraged to incorporate library skills into their adult education and English as a second language classes. Tours can be structured to familiarize your students with basic library services. It is imperative that you call ahead to book the tour. We cannot accommodate class tours on the spur of the moment and tours will not be conducted without prior arrangements . Issuing library cards to learners at the time of their tour will not be allowed unless the teacher has called ahead to the Circulation Supervisor. The initial registration process is lengthy and plans can be made to handle a group registration. If prior arrangements have not been made, group library card registrations will not be processed.

Classroom visits by members of our staff can also be arranged if you would to prefer a more in depth approach on a particular area of library service.

**Section E: Special Circumstances**

 **PATRONS WITHOUT AN ADDRESS**

Patrons unable to obtain a Taunton Public Library card because they do not currently have an official address, may apply for a temporary card which allows for use of the Internet stations. Temporary cards will be kept on file for one year.

**ADULT PATRON UNDER THE CARE OF A LEGAL GUARDIAN**

If an **adult patron is under the care of a legal guardian,** this guardian must sign the library card application as well. This guardian is responsible for helping the adult patron follow the rules and regulations of the Taunton Public Library and will be responsible for all fees and charges made against this card. This application will be kept in the library files.

 **EMANCIPATED MINORS**

**Emancipated minor** means a child under the age of 18 who has become

emancipated by order of a court. There is no formal procedure in Massachusetts for a child to become emancipated from his/her parents. A minor who is enlisted in the armed forces in Massachusetts, who is a parent, or is married does not automatically increase his/her legal rights beyond allowing the minor to consent to certain medical treatments (M G.L. c. 207 § 25.)

Emancipated minors do not need parental signatures to receive library cards. Legal proof of emancipated status must be shown .Emancipated minors are subject to all regulations

governing adult library card holders.

**HOMEBOUND/NURSING HOME RESIDENT**

In the case of a **homebound/nursing home resident requesting** library membership, but unable to apply in person: Library personnel involved in the book delivery program will bring the application to the resident. Identification and proof of address will be verified by the library staff member at the nursing home site and the card will be issued at that time.

**DISABLED AND HOMEBOUND INDIVIDUAL**

Any **disabled and homebound individual requesting** their own card OR signing as a parent/guardian for a child under the age of 18, will be asked for their name, address, and telephone number. A library application will be mailed. Once the completed application is returned to the library, a follow up call will be made to verify the information. The library card will then be mailed to the patron.

**ADDRESS CONFIDENTIALITY PROGRAM**

In 2001 the Massachusetts legislature passed a law providing victims of domestic abuse, sexual assault and stalking with a way to maintain a confidential address that not only allows them to receive mail, but that enables them to use the address when conducting transactions with state and local agencies, e.g. obtaining a driver's license and applying for social services. The substitute address, which will be valid for four years, is used as the individual's legal residence, as well as work and school address. In the case of individuals participating in the Address Confidentiality Program, library cards can be issued. Please follow our procedures for the ACP Program**.**

**Section F. Computer Cards.**

 ***There are 4 ways to get computer access:***

USING A PERMANENT SAILS CARD

The SAILS library card must be in good standing in order to register for and maintain computer and Internet use privileges.

USING THE WIRELESS NETWORK

Patrons who use their own laptop or other electronic devices to access the wireless network are not required to have a library card but are required to adhere to all rules and regulations of the Computer Use and Internet Access Policy.

TEMPORARY CARDS FOR TAUNTON PUBLIC LIBRARY USE ONLY

Patrons not interested in obtaining a Taunton Public Library card for the purpose of borrowing books and materials from Taunton and other SAILS libraries but who wish only to use the Internet or personal computers at the Taunton Public Library may apply for a temporary card. Any special circumstances similar to obtaining a permanent library card will be followed in obtaining a temporary computer card. Temporary cards will be kept on file for one year.

**EXPRESS COMPUTER STATION**

No library card or Identification is required to use the express computer station. Use of this station is limited to one 15 minute session per day.

 *Approved by the Taunton Public Library Board of Trustees December 21, 1994 Seventh revision October 15, 2014*