

Sutton Free Public Library

Library Card Policy

Your library card is your key to numerous resources and services offered at the Sutton Free Public Library, at any C/WMARS library, or via online library resources.

Library cards are free to any Massachusetts residents. There may be a charge for out-of-state residents. Picture identification and verification of address are required. In most cases cards are issued on the spot and may be used immediately. Library cards are not transferable. The user is responsible for all materials checked out on his or her card. If a card is lost or stolen, it should be reported to the Library immediately.

All applicants are required to obtain their physical library card in person.

A patron wishing to check-out materials must have a valid C/WMARS library card.

Patrons will be asked to present their library card to check out materials or access library services.

Items will not be checked out on a patron's card unless that patron is present.

Exceptions are as follows

HOLDS: when initiated by an in-person request, a patron may pick up a requested item for a spouse or family member.

MATERIALS FOR CHILDREN: Parents may use the library card of a minor child for materials for their child

Adults

A picture ID with full name imprinted on it is to be presented. Accepted forms of picture ID are:

A valid driver's license

Passport

State identification card

School or educational facility identification.

All applicants need proof of address either from the picture ID or via another form such as, but not limited to, a utility bill, lease, or official correspondence with both name and address printed on it.

Children– Ages 5 through 11

Parents or legal guardians may obtain a Sutton Free Public Library card for their child on or after their 5th birthday. The parent or legal guardian must have a library card and be a patron in good standing (i.e. no lost books, excessive overdues, or excessive fines). The child must be present when the library card is issued.

Children- Ages 12-17

Children, ages 12 through 17, who have picture identification including their current address may obtain a library card without the presence of a parent or guardian.

Children, ages 12 through 17, who do not have picture identification must have a parent or guardian with picture identification including their current address be present to obtain a library card.

Student Cards

Library card applications for students at Sutton Middle/High School will include a teacher's initials. The school is responsible for verifying student information before submitting the application to the Library.

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 Sutton Free 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 when they apply for a library card.

Approved by the Library Board of Trustees February 22, 2016