

WELLS PUBLIC LIBRARY Library Card Policy

Library Cards: All applicants for a Wells Public Library card must complete an application card stating that he/she agrees to obey all rules and regulations, and to pay all fines and fees charged due to lateness or damage or loss of materials.

Who May Get a Library Card: Cards are available to **Residents and Non-Residents.**
Resident Library Card

A Wells Public Library card is available free to **legal residents and/or property owners** of Wells, Moody, Ogunquit, Kennebunk, and Kennebunkport. A legal resident is defined as someone who *is registered to vote in Maine, has a valid Maine driver's license, or has registered one's motor vehicles in Maine.*

Library cards are also available free of charge to Wells Property owners who are not legal residents, Town of Wells employees, Faculty of the Wells-Ogunquit Consolidated School District, faculty and students at York County Community College, and employees of other educational and community service agencies located in Wells.

To obtain a Resident Library Card:

Applicants must present proof of residence, property ownership, school attendance, or employment at the time of registration for a card as well as verification of mailing address.

One or more items from the following list are required:

- Valid driver's license or state I.D. card
- Property tax receipt from Town Hall
- Utility bill with current address
- Imprinted checks with current address
- Rent agreement with imprinted address
- Car registration
- Town of Wells Employee I.D. or recent pay stub
- Current Wells-Ogunquit School District I.D. or recent pay stub
- Current York County Community College I.D. or recent pay stub
- Current I.D. or recent pay stub from an educational or community service agency located in Wells.

Juvenile and Young Adult Cards:

Children ages 0-13 years are entitled to a juvenile library card.

To obtain a juvenile card:

- A parent or guardian must prove residency.
- A parent or guardian must complete and sign an application card which indicates their agreement to the responsibility of all fines and replacement costs.

Young Adults, age 14 – 18 may be issued an adult card. To apply, he/she must show proof of address and residency from the list above or be accompanied by a parent or guardian who must prove residency.

Parents are encouraged to read the **“Access of Library Materials”** section of the library's Borrowing Policy.

Homebound Patrons

The library offers homebound delivery of books to a limited number of patrons who are unable to make it to the library in addition to eBooks and audiobooks. We also recognize that if the patron is unable to make it to the library that they will be unable to come in to prove residency. In this case, library staff will act in good faith and create a library card over the phone and verify the patron's residency upon delivering books or their library card for the first time.

Non-Resident Library Card:

Individuals not included under the Resident borrower list may purchase a "Non-Resident" card for a Non-Refundable Fee of \$20.00/year, to be renewed annually. Non-Residents may opt to purchase a 3-month card for a non-refundable fee of \$10.00. To receive a non-resident card an applicant must present the following:

- Valid Driver's License or State I.D. card from the out-of-town address
- Current phone number

Library Card Renewals and Replacement of Lost Cards:

Both Resident and Non-Resident library cards are valid for one year and are renewable upon verification of current address, phone number, and other information. Non-residents will need to pay either the \$20 or \$10 annual fee as stated above.

If a library card is lost it may be replaced for a fee of \$1.00. In order to obtain a replacement card, the individual must provide proof of identification.

Confidentiality of Library Records:

The Wells Public Library safeguards the confidentiality and privacy of all borrower records, including those of 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."

- This applies in all situations including the USA Patriot Act and the Freedom of Information Act.
- A valid record in the patron database and the presentation of a current library card are required for checkout of all materials.
- Possession of a library card is implied permission to use that card. If an individual presents another individual's library card, whether from the same family or not, it is assumed that the person presenting the card has the permission of the card owner.
- When a library staff member contacts an individual regarding library materials, the staff member will not leave specific information about the titles of the materials with a third party or on an answering machine. Specific information will only be shared with the individual whose library card corresponds to the material.
- Procedures for compliance of requests for patron records are available for review in the Library's Policy and Procedure notebook. Please see a librarian for more information.

Right of Appeal:

Appeals to this policy may be made according to the “Policy on Appeals of Library Decisions Involving Library Policies.”

Approved by the Library Board of Trustees: May 13, 2009.

Revised September 10th , 2014, April 12th , 2017