

## REGISTRATION

1. We welcome any Massachusetts resident over the age of 5 to apply for a library card.
2. Children aged 10 and up may obtain a card without a parent or guardian's signature. Children aged 5-10 may obtain a temporary card which will be upgraded when they return the registration form with a parent's or guardian's signature. We encourage parents or caregivers of children under 5 to take out materials on their behalf.
3. IDs and addresses
  - a. Acceptable ID must show the current address. Acceptable forms of ID include a driver's license, imprinted check, a utility bill, credit card bill, or bank statement addressed to the patron, but not a rental agreement or personal correspondence. (See MLN Policy "Patron Cards: Identification Requirements" in Appendix II.)
  - b. For a caregiver who doesn't have proof of address, a card or signed letter from the agency the caregiver works for or a letter from the family verifying his or her employment and their name and address may be accepted. The family information must also be included in the employer section of the patron registration form.
  - c. For new Sudbury residents without proof of address, a temporary card may be issued. (See Procedure 5-3.)
  - d. Change of address: Proof of address is a prerequisite to getting an initial MLN library card. If a current card holder voluntarily offers a new address, such information should be accepted without proof, noting that some circumstantial exceptions might apply. (See MLN Policy "Address Changes" in Appendix II.)
4. Replacement cards will be issued free of charge.

### OUT-OF-STATE PATRON REGISTRATIONS

Out of state residents may be issued a Minuteman library card if they:

- own property in Massachusetts
  - are students in Massachusetts
  - work in Massachusetts or
  - are temporarily living in Massachusetts for two months or longer
- a. Out of state residents must provide identification showing their home address. This will be verified. Property owners must provide ID such as a tax bill, utility bill, etc. for their Massachusetts property. The address of the Massachusetts property should be listed as the local address in the patron record. The out-of-state address should be listed as a secondary address in the patron record.

- b. Students must verify their status with school identification and provide their school address. The local address should reflect the school address and the permanent out-of-state address should be listed as a secondary address in the patron record.

Out of state residents working in Massachusetts may be asked to provide their work address and documentation (such as a paystub) from their employer. The name and work address of the employer should be included in the employer section of the patron registration form and the local address should reflect the patron's work address.

#### VISITOR CARDS

- a. Patrons residing in Massachusetts for less than two months may request a visitor card.
  - a. The card will be set to expire in three weeks, but may be renewed as appropriate
  - b. Both local and permanent addressed must be recorded.