

# **Borrower Eligibility and Responsibilities Policy**

## **Borrower Eligibility**

In accordance with its mission, Carver Memorial Library serves the Searsport Maine community.

The following individuals and groups are eligible for free borrowing privileges:

- Residents of Searsport
- Nonresidents who pay property tax in Searsport, their spouses, and underage dependents
- Students and staff at schools in Searsport
- Individuals responsible for the borrowing of schools, day cares, assisted living, nonprofits, and similar organizations located in Searsport

Nonresident borrowers:

Nonresidents may use materials within the library. For a nonrefundable fee of \$10 per year, nonresidents may become Carver Library borrowers with the same borrowing privileges and restrictions as all other Carver Library borrowers. "Seasonal" visitors, those renting, leasing, or staying with a local resident temporarily, are considered nonresidents.

To obtain borrowing privileges, applicants must provide verification of identity and eligibility. This is typically a driver's license and/or a piece of mail showing their name and address.

Borrowers under age 18 must have their application signed by their parent/guardian. Upon turning 18, their account may be converted to an adult account.

Library card applications will be retained until three years after the account expires. Juvenile card applications will be retained until the borrower turns 18.

## **Borrower Responsibilities**

A borrower is responsible for:

- All items borrowed and use made of the borrower's account
- The care and condition of items borrowed
- All charges incurred through use of the borrower's account
- Informing the Library of changes to the borrower's name, address, and other contact information
- Reporting loss or theft of borrower's card to the Library and all use of the card until after the loss is reported

Adopted by the Board of Trustees, March 14, 2024