

## **Borrower Eligibility and Responsibilities Policy**

### **Borrower Eligibility**

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, and nonprofit organizations located in Searsport

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 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.

Applicants are generally required to sign their applications. Appropriate arrangements will be made for those who are unable to sign for themselves or who are physically unable to come to the Library.

Institutions such as schools, day cares, nonprofits, assisted living facilities, etc. are eligible for institutional borrowing accounts. They have the same rights and responsibilities as regular borrowers.

Library card applications will be retained until three years after the account expires.

Juvenile card applications will be retained until the borrower turns 18 and may be converted to an adult account.

### **Borrower Responsibilities**

A borrower is responsible for:

- All use made of the borrower's account
- The care and condition of items borrowed
- All items borrowed and for 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, 2019