

Boxford Town Library
Policy on Library Accounts & Cards

The Boxford Town Library registers Boxford residents as library patrons by creating library accounts. Library accounts give the patron access to all library resources either procured locally or as a benefit of being a Certified Municipality by the Massachusetts Board of Library Commissioners (MBLC), and the Town of Boxford's membership in the Merrimack Valley Library Consortium (MVLC). Possessing a Boxford Town Library account and associated library card is a privilege and as such access to library resources and services may be curtailed if usage violates policies of either the Boxford Town Library and or MVLC. The library account holder, or the parent(s) or legal guardian(s) of a minor child (under the age of 18), is responsible for the care and usage of all borrowed resources and their potential replacement cost.

The Boxford Town Library issues library cards to Boxford residents at the time their library account is created, to be used as a form of identification at the time of a library transaction to gain access to a patron's library account (personal records pertaining to library usage). Library cards are the most efficient proof of identification at the time of a library transaction and patrons are highly encouraged to present their library cards. If the library card is not available at the time of a Library transaction, alternative forms of identification may be used to access a patron's library account.

The Boxford Town Library creates two types of library accounts, Permanent, and Temporary. Permanent Library Accounts are created and cards issued to individuals for the default year limit set in accordance with the policies of the Merrimack Valley Library Consortium. To be issued a Permanent Library Account, individuals must present one (1) form of Positive identification, and one (1) form of Proof of Residency in the Town of Boxford at the time the library account is created and a library card is issued. In the case of minors (under the age of 18), Positive identification and Proof of Residency may be satisfied by the parent(s) or legal guardian(s) if the minor is not able to provide them. Temporary Library Accounts are issued to individuals for a set period of one (1) month, non-renewable. Temporary Library Accounts can be issued to individuals at the discretion of Library staff in situations when residency or, in the case of minors (under the age of 18), when responsible guardianship, is not able to be confirmed at the time the request for a library account is made. Library staff may use their best judgement to issue a Temporary Library Account to an individual if a situation arises when a Permanent Library Account is not able to be issued. Temporary Library Accounts can be changed to Permanent Library Accounts if the library account holder can meet the Positive Identification and Proof of Residency Criteria.

Acceptable form of Positive Identification (Must include photo and full name)

- Identification issued by the United States Department of State
 - United States Passport (Current or expired)
 - United States Passport Identification Card (Current or expired)
- Identification issued by the United States Citizenship and Immigration Service
 - Green Card
- Identification issued by the Commonwealth of Massachusetts
 - Massachusetts Driver's License
 - Massachusetts Identification Card

Approved 10/17/2017

Reviewed and revised on: 1/13/2020

- Other State issued identification card (i.e. NH Driver's License)

Acceptable forms of Proof of Residency (Must include Boxford address and full name that matches the form of Positive Identification)

- Identification issued by the Commonwealth of Massachusetts (may serve as both Positive ID and Proof of Residency if the current address on the card is in Boxford)
 - Massachusetts Driver's License
 - Massachusetts Identification Card
- Official documents issued by the Town of Boxford including but not exclusive of:
 - Tax bills
 - Excise Tax
 - Property Tax
- Bank Records including but not exclusive of:
 - Bank Statement
 - Personal Check
 - Mortgage Statement and or closing documents
- Utility Statements including but not exclusive of:
 - Cable Television (i.e. Comcast, Verizon, etc.)
 - Electricity (i.e. National Grid)
 - Gas Company (I.e. National Grid)
 - Cellular Phone (i.e. Verizon, AT&T, Sprint, etc.)

Acceptable forms of Positive Identification in the event a library card is not available at the time of a Library Transaction:

- Identification issued by the United States Department of State
 - United States Passport (Current or expired)
 - United States Passport Identification Card (Current or expired)
- Identification issued by the United States Citizenship and Immigration Service
 - Green Card
- Identification issued by the Commonwealth of Massachusetts
 - Massachusetts Driver's License
 - Massachusetts Identification Card
- Library Staff may use their best judgement to access a library account by acting as an agent of identification.

Replacement cards may be issued in the event a library patron's card is no longer available. Patrons may use any of the acceptable forms of Positive Identification if their card was not present at the time of a Library Transaction to obtain a replacement library card.

MVLC reserves the right to purge inactive library accounts from the membership database.

Approved 10/17/2017

Reviewed and revised on: 1/13/2020