

Prospect Library Card Policy

Getting a Library Card

Library Cards are Free and your Prospect Library card may be used in most Connecticut Public Libraries! To obtain a library card, individuals will need to complete an application form, available at the circulation desk.

Children under the age of 18 must have a parent/guardian fill out/sign their application form.

RESIDENT LIBRARY CARDS - Every Prospect resident is eligible to receive a library card from the Prospect Library. Individuals applying for a library card who are age 18 or older must furnish a photo ID showing a current Prospect street address. Post-office box addresses are not acceptable.

Suitable photo IDs include but are not limited to: state-issued driver's license, state-issued non-driver photo ID, military ID, passport, and school/college/university photo ID.

If the photo ID does not include a Prospect street address, applicants must also include proof of street residency dated within the past 30 days, such as a utility/telephone bill, mortgage or lease/rental agreement, Prospect tax bill or receipt (residence only, not property owned or business owned), valid motor vehicle registration or insurance, or postmarked U.S. mail addressed to them.

If proof of residency cannot be provided, the Director or designee will be consulted to consider the request for a library card on a case-by case basis.

- **Once issued, a Prospect library card may be used at any public library in Connecticut, subject to the rules of that library, in accordance with the borrowIT CT (previously Connecticard) reciprocal borrowing program.**
- **Once issued, a Prospect Library card is valid for three (3) year intervals. After three years, a patron will just need to show a current driver's license for library card renewal.**

Out of town patrons with a current hometown library card are also eligible to borrow materials. They will be asked to fill out an application and present a photo I.D.

In accordance with Connecticut General Statutes (Title 11, Section 31, part e) and the borrowIT (formerly Connecticard) Program guidelines, individuals who own property in Prospect, but who make their principal residence in another Connecticut municipality, must receive their library card from the library of that principal residence municipality.

Using Your Library Card

Patrons must remember to bring their library card with them when you visit the library. Patrons without a library card will be asked to present a photo ID so identity can be verified before items are checked out.

Patrons must report a missing card immediately. Owners of Prospect Public Library cards assume responsibility for the care and safekeeping of all materials borrowed on their cards. The person in whose name the card is issued assumes responsibility for settling any and all fines, damages, losses, or other assessments incurred by the use of their cards. Parents and Guardians of children under the age of 18 assume responsibility for settling any and all fines, damages, losses, or other assessments incurred by the use of their cards.

Library cards will not be renewed until all fines, damages, losses, or other assessments incurred have been paid.

Card owners are asked to report changes in names, street/email addresses and telephone numbers to the Library as soon as possible, so that the Library's borrower records can be kept up to date. Card owners should also report lost, stolen, or damaged cards to the Library as soon as possible. There is a \$2.00 charge for replacing a lost card.

Per Connecticut General Statutes Section 11-25b, all circulation and patron registration information is confidential. Access to this information by other than authorized library staff is possible only with a properly authenticated subpoena. Patrons may access only their own circulation records.

**Approved by Prospect Library Board: Janaury 11th, 2024
Susan McKernan, Chair**