

# Circulation Policy

Books will incur a fine if they are deemed to be significantly damaged or found to be lost. This policy exists to protect the collection and best serve users of the library and their equitable access to materials.

## Library Card Benefits & Access

- Free to all Groton and Stonington residents
- Access to all collections: including digital
- Combined access to Bill Memorial, Groton Public, and Waterford Public libraries via shared library system
- Eligibility to register Mystic & Noank Library card at all public libraries across the state of CT via the borrowIT CT program

## Connecticut State Library's BorrowIT/DeliverIT CT

The Mystic & Noank Library participates in borrowIT CT, a Connecticut State Library program which allows Connecticut library users to use their hometown library card at any library in the state, and return items at any library in the state. For this reason, the Mystic & Noank Library does not issue cards to any Connecticut residents other than those residing in Groton or Stonington. Patrons should present their hometown library card and a form of ID when visiting the Mystic & Noank Library.

# Getting a Library Card

## Library Terms and Conditions

Groton and Stonington residents may choose the Mystic & Noank Library as their primary library and register for a card at the circulation desk (this includes part-time residents.) Patrons must provide proof of residency and a photo ID. These cards are valid for three years. Mystic & Noank Library cardholders belong to the same library system as the Groton Public Library, Bill Memorial Library, and Waterford Public Library.

There is no cost to obtain a library card, nor is there a charge for lost or expired cards.

## Adult Library Cards

To qualify for a Mystic & Noank Library card, residents over the age of 18 must verify their identity.

Proof of residency can include, but is not limited to:

- CT State ID
- Driver's License
- Passport
- Current Physical Mail
- Lease/Car Registration
- Email shipping notification

The Mystic & Noank Library will enter a patron's preferred name in place of their legal name when registering new users as directed. That patron's legal name will still appear on the account for the

purposes of record keeping and residency but remains private.

In the event that proof of residency is not available, the Mystic & Noank Library will issue a temporary 30-day card until residency can be verified. Staff is able to send a piece of mail to residents should they need it.

## **Youth Library Cards**

### ***Teens 14-17***

Teens aged 14-17 must provide proof of residency or may have a parent or guardian's signature on their application.

- Proof of residency can include but is not limited to:
  - School ID
  - School Report Card
  - Learner's Permit or Driver's License
  - Passport
  - Current Physical Mail
  
- Parent/guardian presence and proof of residency at the time of application can also serve as proof of ID but is not required.

### ***Children 14 and under***

- Parents or legal guardians must present current, valid photo ID and proof of Groton or Stonington residency.
- In place of a parent, a responsible adult, a caregiver over age 18—may present proof of residency, along with an application completed and signed by the parent or legal guardian.
- By signing the library card application, parents or legal guardians assume responsibility for all materials borrowed on youth cards, and for payment of replacement charges.

## **Special Library Cards**

**Students:** Non-resident students attending school in Groton, Mystic, or Stonington may register a “Student Card.” These cards are **valid for use at the Mystic & Noank Library only** and expire after one year. Students must provide a student ID or proof of temporary residency and a secondary mailing address.

**Teachers:** Educators who work in Groton, Mystic, or Stonington may register a “Teacher” Card. These cards are **valid at the Mystic & Noank Library only** and expire after one year.

**Temporary Residents:** must provide proof of local residency, and a secondary mailing address. These cards are **valid for use at the Mystic & Noank Library only** and expire after 6 months—the Circulation Department may extend the expiration date on a case-by-case basis.