



Document Type: Policy

Policy Name: Materials Lending

Approved by Library Board: May 16, 2023

Users may only have one Salem Free Public Library card in his or her name.

Organizations that operate in Salem are eligible to apply for a Salem Free Public Library card free of charge renewable every year. A representative of the organization must sign for the card and be responsible for the timely return of all borrowed materials and the fees associated with lost or damaged materials.

All materials borrowed must be returned or renewed on or before the due date; some materials will be automatically renewed if not on hold for another customer.

Replacement costs are charged for items not returned one week after their due date or for damaged and lost items.

Obtaining a Library Card:

- Any person over the age of eighteen who shows proof of current address for the towns of Salem or Bozrah may register to receive a Salem Free Public Library card free of charge.
- Patrons must come to the library in person, showing proof of residency which includes either a current Connecticut state-issued ID with photo or a piece of mail, such as a utility bill, lease agreement, car insurance bill, or car registration, etc. sent to your Salem or Bozrah address.
- Library cards are valid for three years and must be renewed in person at the Salem Free Public Library.
- Parents/Legal Guardians of children under the age of 18 may obtain a library card for their child's use under the same requirements.
- Library users are responsible for all items checked out on his/her card, and in addition, parents are responsible for all items checked out on their child's card.
- Library cards must be presented in order to check out physical materials. If card is lost/stolen, a photo ID is required to check out materials and to obtain a replacement card.
- Patrons from other Connecticut towns are welcome to register their current hometown library card at the Salem Free Public Library. In addition, Salem/Bozrah residents may register their current Salem Free Public Library card at any other public library in Connecticut to check out physical materials.

This policy is intended to be construed consistent with Town Charter, Town Ordinances and state and federal law. Town Charter, Ordinances and state and federal law shall govern to the extent conflict exists.