

The Westport Library...

Westport Library Card Procedures

Residents

The Westport Library will issue a free Library Card to any person who is a current resident of Westport (whether full or part-time) and can establish proof of residency. You can apply for a card in person or complete the application on the Library's website and a card will be mailed to you. Children under 13 years of age are required to have a parent or guardian's signature when applying for a Library card.

Non-Westport Residents

- a. *Connecticard Program:* The statewide Connecticard program allows state residents who have a current Library card issued by any Connecticut public library to register their card for borrowing privileges at the Westport Library. Likewise your Westport Library card may be registered at any other Connecticut public library.
- b. *Out-of-State Residents Who Work in Westport:* Out-of-state residents who work in Westport may obtain a card for use in the Westport Library only. Verification of employment in Westport is required.
- c. *Other Persons Who Do Not Reside in Westport:* Out-of-state residents who do not work in Westport and residents of other Connecticut towns may purchase a Westport Library card. This is the same card, with the same privileges, that residents of Westport possess. It allows the card holder to access an array of databases that are normally not available to non-residents, such as Access Science, Career Cruising, Consumer Reports, Job Now, Language Resource Center, LexisNexis, Morningstar, Opposing Viewpoints Resource Center, Oxford English Dictionary, Plunkett Research, and Reference USA and Westport News. With the Westport Library card these databases can be accessed remotely, as well as in the Library (Grants and Foundation Center, Morningstar, Ancestry.com and the Lexis part of LexisNexis is only available in the Library). You can also use your Westport Library card to download ebooks without charge from Freading or 3M Cloud Library, and free music from Freegal. The annual cost of obtaining a Westport Library card under this program is \$200 for individuals and \$400 for families.

Identification Process

Proper identification is required to get a Library card in person or the first time you use a card that has been mailed to you. Residents of other towns are also required to show ID matching their hometown library card when registering this card for borrowing privileges at the Westport Library. Preferred forms of identification are:

- Connecticut driver's license
- Government issued ID cards or documents
- University or school identification card with a picture

If your current address is not listed on your photo identification, please bring one of the following documents along with your photo ID:

- Utility bill (phone, electric, water, etc.)
- Official mail with a recent postmark (bank statement, insurance bill, tax bill, etc.)

Other Cards

Teachers –Westport public and private school teachers who do not reside in Westport are eligible to have their hometown library card coded so that it may be used in the same manner as a Westport Library card. This card must be renewed annually.

Internet Only – Non-Westport residents who do not possess a hometown card and who have not purchased a Westport Library card may obtain a guest pass to be used for Internet access only.

Temporary card – Persons who are residing temporarily in Westport may be eligible for a temporary card. These cards provide access to all materials and services available to holders of a Westport Library card. Proof of name and residence must be supplied. Temporary cards expire in 3 months.

Updating and Replacing Your Card Number

- Report lost or stolen library cards immediately
- Notify the Library about changes in mailing address, telephone number or email address
- Library cards in good standing may be renewed every three years

Managing Your Library Account Online

Obtaining a Westport Library card or registering to borrow from the Westport Library creates an account which can be checked online by logging in to the Library's catalog. Your account has information about due dates, and materials put on hold. Borrowers may receive email alerts about reserved items ready for pickup, holds, and due date information through a registration process.

Loan Periods, Renewals, Holds and Charges

Loan Periods

The standard loan period is three weeks.

Express books copies are loaned free of charge for seven days.

Express DVDs are loaned free of charge for one day.

Other materials (DVDs, games, Kindles, etc.) are loaned for one day, three days, one week or three weeks depending on length and demand. An extended six-week loan period is available for teachers. For further information, please contact the Children's Services staff at 203.291.4810 or kids@westportlibrary.org.

Renewals

Borrowers may renew most items from the Library's collections twice. A borrower may renew items at the Circulation Desk, the Audio-Visual Desk, by phone, using the online catalog on the Library's website, or at any public access catalog terminal. The Library cannot renew an item if another user has placed a hold on it; the borrower's name can be added to the waiting list.

Holds

Borrowers can place a hold on most items in the Library's collections. A borrower may do so at any service desk, by phone, or by using the online catalog or any public access catalog terminal.

Charges

The following overdue fines apply to all borrowers. There is a maximum fine of \$10.00 per item.

- Electronic games: \$1 per day
- Videocassettes and DVDs: \$1 per day
- ereaders: \$1 per day
- express books: 25¢ per day
- all other items: 15¢ per day

Lost or Damaged Item Charge

Borrowers who have lost or damaged items will be charged the list price of an item. The Library does not accept a replacement copy in lieu of payment for lost or damaged materials.

Overdue Notices

The Library will notify borrowers who have materials overdue for an extended period of time.

Borrower's Agreement

Westport Library cardholders may borrow any circulating materials, including books, videos, DVDs, CDs, and magazines.

The Library issues a card to an individual for use by the card holder only. When a borrower owes more than \$25 in charges, the Library may suspend borrowing privileges. The individual to whom the card is issued, or in the case of child under 18, the parent or legal guardian, is responsible for the following:

- The return, in good condition, and on time, of all materials borrowed
- Payment of charges incurred for any overdue, damaged, or lost materials
- Reporting a lost or stolen card immediately
- Reporting promptly any changes in name, address, or phone number

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