



The Westport Library...

Library Card Procedure

Westport Residents

The Westport Library will issue a free Library Card to any current resident of Westport (whether full or part-time) who can show proof of residency. Residents can apply for a card in person at the Library or they can complete an application on the Library's website. Once approved, a Library card will be mailed to the applicant. A parent or guardian's signature is required on an application for children under 13 years old.

Non-Westport Residents

a. Connecticut residents who live outside Westport

The statewide "borrowIT CT" (formerly Connecticard) program allows Connecticut residents, who have a current Library card from any Connecticut public library, to register their card for borrowing privileges at the Westport Library. These borrowing privileges are limited to physical materials and does not give the holder access to the Library's digital resources. Likewise, a Westport Library card may be registered at any other Connecticut public library with the same limitations.

b. Westport Town employees who live outside Westport and Westport teachers

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

c. Temporary cards

People who are residing temporarily in Westport may be eligible for a temporary card on proof of temporary Westport residence. These cards provide access to all materials and

services available to a Westport Library card holder. Temporary Cards may be issued for up to one year.

Purchasing a Westport Library card

Out-of-State residents who do not work in Westport and residents of other Connecticut towns may purchase a Westport Library card.

A Westport Library card allows the holder to access:

- An array of databases such as Consumer Reports, Value Line, Language Resource Center, LexisNexis, Morningstar, Opposing Viewpoints, Linda.com, Plunkett Research, Reference USA and Westport News. These databases can be accessed remotely with the Westport Library card and in the Library. The following databases can only be accessed in the Library - Grants and Foundation Center, Morningstar, Ancestry.com and the Lexis part of LexisNexis.
- E-books, e-movies, e-audiobooks and digital music.

The annual cost of purchasing a Westport Library card is \$125 for individuals and \$200 for families.

Identification Process

Proof of residency is required when applying for a Library card in person. For on-line applications, the patron will need to show proof of residency the first time they use the card that was mailed to them.

Residents of other CT Towns are also required to show ID that matches their hometown library card when registering 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 the current address is not listed on the photo ID, then the patron must bring with one of the following documents in addition to their photo ID:

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

Guest Passes

A non-library card holder may obtain a guest pass for Internet access only.

Updating and Replacing Library Cards

- Report lost or stolen library cards immediately
- Notify the Library about any changes in mailing address, telephone number or email address

Renewals

Library cards in good standing may be renewed with proof of residency every three years.

Managing a Library Account Online

An account is created for any patron who has borrowing privileges at the Westport Library. This account can be checked online by logging into the Library's website via the 'my account' tab or it can be accessed through the library catalog. Accounts contain information about the return date for materials the patron has borrowed and about materials the patron put on hold. Borrowers may receive email alerts about reserved items ready for pickup, holds, and due date information if they provide an e-mail address when they apply for a Library card.

Loan Periods, Renewals, Holds and Charges

Loan Periods

Express books are lent for free for 10 days.

Express DVDs are lent free for one day.

Other materials are loaned for one day, three days, one week or three weeks depending on the item. Please check with Patron Services to determine the loan period for any particular item.

An extended six-week loan period is available for teachers for items they use to support their class learning activities. 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 unless another user has placed a hold on the item. Express items may not be renewed.

A borrower may renew items at the Patron Services Desk, by phone or by using the online catalog on the Library's website. To renew on-line the borrower will need to log into their account first by entering their barcode and username.

Holds

Borrowers can place a hold on most items in the Library's collection. This may be done at any service desk, by phone, or by using the online catalog. To place a hold on-line the borrower will need to log into their account first by entering their barcode and username.

Fines

The following overdue fines apply to all borrowers. There is a maximum fine of \$10.00 per item. Thereafter the Library will consider the item lost and the borrower will become liable for the Library's replacement cost for that item.

- DVDs: \$1 per day
- Express books: 25c per day
- Audio Books - 15 c
- **Most other books- 15¢ per**
- Library of Things: Fines will vary per item.

Charge for Lost or Damaged Items

Borrowers who have lost or damaged items will be charged the cost of the fully processed item from the Library's vendor. The Library will not accept a replacement copy in lieu of payment for lost or damaged materials.

Notifications

The Library will notify borrowers that they have an item to be returned 3 days prior to the return date. Patrons will continue to be notified when an item is overdue and then again one week later. After 3 months unreturned item/s are considered lost and the patron will be billed for the cost.

Borrower's Agreement

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

Procedure adopted March 2020.