

# Library Card Policy

## Library Card Registration:

- All Exeter Public Library cards are valid for one year (365 days).
- To re-register or register as a Resident, a photo ID and proof of current residence must be shown to receive a Resident Card. Acceptable Resident proofs include:
  - Valid Photo Driver's License with current street address printed on the front
  - Checkbook
  - Bank statement
  - Utility bill
  - Auto registration
  - Lease agreement
  - Tax Bill
  - Current mail addressed to registrant (may not be addressed to "current resident")
    - If the individual has none of the above a letter written by the homeowner or renter verifying that the individual is a current resident at the Exeter address will be accepted. In this case the homeowner or renter must apply with the registrant to verify their Exeter address.
    - If a patron is homeless, they are eligible for a resident card, but they must draw on the back of the registration a map where their camp or car is usually located, this location must be in Exeter, NH.
- Personal Photo identification and proof of current street address is required for registration.
- P.O. boxes are not accepted as proof of residency.
- To re-register or register as a Nonresident, patrons must provide one of the following:
  - Payment for another year
  - A current Exeter taxpayer bill
  - School Employee, Town Employee or Business Employee require a current pay stub, a current ID badge, or a letter on company letterhead verifying the individual's status as a worker in Exeter, NH.
- Library cards will not be renewed for borrowers until the account is cleared or all overdue items and fines.
- Renewals may be made in person at the Circulation Desks during the library's regular business hours.
- Acceptable payment methods for Nonresident membership are cash or check. Check must be made payable to *Trustees of Exeter Public Library*.
  - \$75 for one year (365 days) Nonresident membership. Anyone not mentioned above, i.e. who is not a Town Employee, School Employee, Business Employee or student must pay a

fee to become a library member. Nonresident Taxpayers do not pay a fee because they qualify as Taxpayers.

### **Applying for an Exeter Public Library Card:**

There are two ways to apply for an Exeter Public Library card, online or in-person:

- Come to the library in person, with appropriate credentials and fill out a registration form
- Patrons may register for cards online, but must still visit the library building to sign their registration form, show their residency proof and pickup their physical library card.
- Minors aged 8 and until the age of 16 may apply for personal library cards with parental permission.
- Any resident over the age of 16 are considered an adult at Exeter Public Library.

### **Lost Library Cards**

- You are responsible for all materials taken out on your card until the date the card is reported lost.
- Report a lost card immediately.
- If your card is not found after one month a new card will be issued for a charge of \$1.00.

### **Library Card Privacy Policy**

- Library staff respect the privacy of all library users. Exeter Public Library Cards are governed under [NH RSA 201-D:11 Library User Records; Confidentiality](#)<sup>i</sup> and the [American Library Association's Bill of Rights, section VII](#)<sup>ii</sup> on use of a Library Card may not be discussed or distributed by staff with anyone but the cardholder. Staff may discuss patron card use only as it applies to general library business use within the legal limit of NH RSA 201-d:11.
- Items reserved for a cardholder must be distributed only to the cardholder.
- If a cardholder wishes for others to pick up items for them, they must notify the library of the individual's name prior to the item being picked up.
- Age is not a limit to confidentiality. Any individual of any age and ability has a right to privacy at the library.

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#### **<sup>i</sup> 201-D:11 Library User Records; Confidentiality. –**

I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.

II. Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.

III. Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials

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provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.

**Source.** 1989, 184:3, eff. July 21, 1989. 2009, 273:1, eff. July 29, 2009.

ii VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed April 11, 2023)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952