

## **Weymouth Public Libraries Patron Library Card Registration Policy**

In accordance with OCLN policies, any resident of an Old Colony Library Network community may apply for a Weymouth Public Libraries card by filling out a library card registration form in person and presenting proof of residency in an OCLN city or town.

Forms of valid identification include, but are not limited to:

- Driver's License
- State or federal ID
- Green card
- Automobile Registration
- Lease/Rental Agreement
- Town of Weymouth tax receipt
- Recent Utility Bill
- Bank Statement
- Official School Documents (school ID card, class schedule)

There is no charge for the first library card.

### **Juveniles and Young Adults**

Children of any age may apply for their own library card. Parents or legal guardians of children 11 and under must be present, sign the application and present identification with their current address. By signing the application, the parent or legal guardian takes on all responsibilities and charges for materials borrowed by the juvenile. Patrons 12 to 17 years of age may apply for a Young Adult Weymouth Public Libraries card without a parent or guardian present.

### **Old Colony Library Network Open Registration**

The Weymouth Public Libraries card is accepted at all Old Colony Library Network (OCLN) member libraries. OCLN libraries have open registration. A person may only have one card within OCLN. Library cards from other libraries within OCLN are valid at the Weymouth Public Libraries. Any resident of an OCLN city or town may register at any of the OCLN public libraries, but not at OCLN academic libraries. Some restrictions may apply.

### **eCard Registration**

If you do not already have a card from an OCLN library, you may [apply for an eCard](#). An eCard number can be used to access our online databases and allows you to place holds on library materials, search for magazine and newspaper articles with our reference databases, and borrow materials from our OverDrive collections. Once you have your eCard number, please be sure to visit your local OCLN library and have your eCard upgraded to a permanent library card. You must upgrade your card to check out physical materials and museum passes. Your eCard is valid for 60 days.

### **Using Card to Check Out Physical Materials**

When checking out physical materials, patrons should present the Weymouth Public Libraries card they were given at registration. If the patron does not have their card, they may present an official state or federal picture ID such as a driver's license or passport, or school ID for juvenile and teen patrons, and library staff may need to request the last 4 digits of the patron's phone number if there is a problem identifying and finding the patron's account in the library's database. Library staff cannot check out materials to persons without a library card or other official proof of identification.

### **Out-of-State Residents**

Out-of-state residents visiting with a permanent address in Weymouth or another OCLN community for an extended period of time are encouraged to obtain a library card. Patrons must provide proof of a local address such as a local utility or tax bill within the Old Colony Library Network communities and phone number as well as a driver's license or other form of picture identification that includes an out-of-state permanent address.

### **Expired Library Cards**

Library accounts that have not been used in 3 years are deleted automatically from OCLN's records if there are no outstanding charges. Patrons whose library accounts have expired will need to register for a new library card and must have recent identification as outlined in the general registration policy. There is no charge to register for a new library card in this instance.

### **Lost Library Cards**

In the case of a lost library card, a replacement may be purchased from any Weymouth library for a fee of \$2.00.

*Approved by the Weymouth Public Libraries Board of Trustees on May 20, 2020*