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## Library Card Eligibility

When applying for a Merrimack Public Library card, an applicant must show proof that he/she lives, works, attends school, or pays property taxes in Merrimack, NH.

Employees of businesses with current membership with the Merrimack Chamber of Commerce with businesses that do not have a storefront or other physical location, e.g. an office, located in Merrimack may apply for a Non-resident card at a reduced fee of 50% off the current rate.

Children must be 5 years old and be able to print their own name to qualify for a card. For children aged 5-16, a parent or guardian, who can provide identification/address validation on the child's behalf, must be present at the time of signup. Parents/Guardians are financially responsible for any items checked out and any type of fees incurred by the use of the card until the child reaches the age of 16. *(Please refer to RSA at the bottom).*

Those who do not qualify for a card as per the conditions above, can purchase a card for \$100.00 per year with valid ID.

### To apply for a card, adults must provide one of the following documents:

- Driver's license (with residential address)
- Current photo learner's permit
- Current non-driver's identification
- Current school photo ID
- Current report or program card
- Current college or university photo ID card
- Current employee photo ID card accompanied by pay stub (address of company must be present)
- Current passport
- New Hampshire motor vehicle registration
- Current rent bill or lease agreement
- Bank statement, cable, phone or utility bill\*\*
- Any piece of mail delivered by the US Post Office\*\*

**\*\*Note:** Any of the above must be dated within the last 30 days, as indicated by the postmark or date of printed e-bill.

Online registration for a Merrimack Library card can be done through our website by visiting the catalog. Online registrations are valid for 30 days, at which point the user must visit the library with appropriate documents (detailed above) to receive their official library card.

### **Additional Guidelines:**

Post office boxes are not accepted as mailing addresses. Proof of residence is required. The name and address provided to verify your identification must match the information entered on the application.

**Replacement cards:** Members in good standing are eligible for 1 free replacement card per membership year. Thereafter, a \$5 fee is charged for each replacement within that membership year.

### **Library Card Expirations & Renewals**

Resident Library Cards: Resident cards expire every 3 years (even if the card has been used during that time). Expired patron records (in good standing) are automatically deleted from our database after 2 years of non-use. Your card is considered “in good standing” if there are no fines or fees and/or the card is not expired. If your name and account are no longer in our system, we can issue you a new card (if needed) on your next visit, or establish a new account with proper ID. Accounts can be reactivated in person at the Circulation Desk, or over the phone. Your current information (address, phone, etc.) must be verified to ensure your account is up-to-date. Patrons renewing their library card will need to pay all fines and fees associated with the account which exceed \$5.00.

Non-Resident Cards: Non-resident cards expire every year and can be reactivated with valid photo ID, and proof of employment, property ownership, or educational enrollment. The cost is \$100/year upon renewal of card (see terms above for library cards that can be issued at no charge). Payment is accepted by cash or check only.

### **Privacy RSA**

#### **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 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.

*Approved by the Merrimack Public Library Board of Trustees, April 19, 2016*