

LIBRARY CARDS

Portland Library

Library card eligibility

Every resident of Portland is eligible to receive a library card from the Portland Library. This card will allow borrowing privileges at most public libraries in Connecticut, through the Connecticard program. The card will expire three years from the date of issue.

A person who is not principally domiciled in Portland but who pays taxes on property in Portland may obtain a library card. This card shall be limited to use at Portland Library, in accord with Connecticard regulations.

Library cards for adults

1. For any requests for new or replacement library cards, a patron must show picture identification, and proof of residence. If the patron's picture identification does not include current address, an additional document that includes the address must be shown.

2. A patron shall complete and sign a registration form.

3. Patrons are expected to produce a library card for any borrowing of materials. Patrons who do not have their library card in their possession at the checkout desk may be asked for picture identification and verifying information, such as telephone number, at the discretion of the staff.

Library cards for children

1. To obtain a library card, a child under the age of 13 is required to have a parent or guardian sign a registration card.

2. A child who is unaccompanied by a parent may be allowed a temporary courtesy privilege to borrow up to three items. A registration form will then be mailed to the parent(s) for a signature. The child will be given a permanent card when the parent or child returns the registration form.

3. As a courtesy to parents, parents of minors who are age 13 or over will be notified by mail after their children have received cards. The parents will have the option of canceling their children's library cards.

Lost Cards

A fee of \$1.00 will be charged for replacement of a lost library card.

Library cards for patrons who are not principally domiciled in Portland

“Principally domiciled” is defined as the permanent residence of a person, excluding temporary residence for vacation or family visit, etc.

1. A person whose permanent address is out of state, but is residing in Portland for only a few months, may be issued a temporary library card.
2. The library card will be dated to expire when the person plans to leave town, or in 3 months (whichever occurs sooner).
3. Patrons requesting temporary library cards must, when registering with the library, provide their permanent address, in addition to their temporary address.
4. Patrons, with the exception of Portland property owners, whose permanent residence is in another town in Connecticut, must obtain a library card from their hometown libraries and use that card at the Portland Library. A patron who is without a library card and whose permanent address is another town in Connecticut may, at the discretion of the staff, be extended a one-time borrowing privilege. The maximum number to be borrowed using this courtesy privilege shall be 3 items.

Agencies

A Library Card cannot be issued to any agency, organization or department.

A Town affiliated program may receive a deposit of library materials through a special “in-house” library card. Items checked out on this card are to be processed by Library staff for use at the program site only.

The Library may recall items on deposit due to patron hold requests or other reasons.

Staff of any agency must use their individual borrower’s card for any items they wish to borrow outside of this deposit; In this case, the individual shall be responsible for all materials borrowed and shall be subject to fines and fees.

The Library Director reserves the right to discontinue providing deposits, for any reason including excessive damages or loss of materials.

Approved by the Library Board

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