

LIBRARY CARDS

Portland Library

Library card eligibility

Every resident of Portland is eligible to receive a library card from Portland Library. This card will allow borrowing privileges at most public libraries in Connecticut, through the State Library of Connecticut's BorrowIT 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 BorrowIT regulations.

A person whose permanent residence is in another place in Connecticut, must obtain a library card from their hometown library and may use that card until it is expired at Portland Library.

A patron may request a card online from the webpage to temporarily access some library card services. The patron must visit Portland Library within 30 days after registering online and show ID and proof of address, to receive a regular library card and borrow materials. The temporary online access is available to request items to be held for the patron and/or to use some digital services including certain online databases and classes offered by Portland Library.

Patrons are expected to control use of their cards that allows borrowing at any public library in Connecticut, and many digital items including eBooks and online classes offered through Portland Library. Note: Digital items such as eBooks generally are available only to residents of a library that subscribes to the service. Your card may not entitle you to access online services offered by many libraries throughout Connecticut.

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 to receive a new card

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 permanent 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.

Lost Cards

Replacement of cards requires identification and proof of address. Patrons are expected to notify the library as soon as possible in the case of a missing card.

TEMPORARY Portland Library Cards

This section applies to temporary residents 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, temporary residence in a care facility, etc.

A Temporary library card may be requested during the time the applicant is residing in Portland for a period of several weeks. The temporary library card is designated FOR USE in PORTLAND ONLY. Proof of identification and local mailing address is required. The library also will record existing permanent residential address if the applicant has a permanent address at the time of registration.

Temporary library cards will be dated to expire when the person plans to leave town, or in 3 months (whichever occurs sooner).

Agencies

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

Staff of any agency or department must use their individual borrower's card for any items they wish to borrow. In this case, the individual shall be responsible for all materials borrowed and shall be subject to replacement cost for items not returned after two notifications have been sent.

In the case of school personnel who borrow for support of school library or classroom use by Portland students, the school department shall be responsible for payment of replacement costs of items borrowed and not returned after 2 notifications have been sent to the borrower.

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