**LIBRARY CARD POLICY**

**THE GLOUCESTER LYCEUM AND SAWYER FREE LIBRARY**

The Trustees of the Sawyer Free Library recognize the use of public libraries as the right of every person. To that end, the Trustees support the issuing of Sawyer Free Library cards to both Massachusetts residents and non-residents. Massachusetts residents are those affiliated with a library service area in Massachusetts by virtue of housing, employment and schooling whether full time or for a portion of the year.

Sawyer Free Library adheres to the identification and proof of address requirements as established by NOBLE’s Borrower’s Card Policy. Applicants who do not meet identification and proof of address requirements for the card they would like will be referred to the Director or his/her designee for consideration.

Issuance of a Library card to a young person under the age of twelve (12) requires the consent of a parent or guardian.

*Massachusetts residents*

Massachusetts residents can apply for a Sawyer Free Library Card, an Online Access Only Card or a Local Use Only Card.

A Sawyer Free Library Card carries full privileges for borrowing from the Library’s physical, digital device and online collections and using in-library public computing equipment, as well as those of the larger network of NOBLE libraries. To apply for a Sawyer Free Library Card, identification and proof of address requirements must be presented.

For immediate access to online collections, Massachusetts residents can apply for an Online Access Only Card online. Online Access Only Cards are provisional for up to two-weeks and will be updated to Sawyer Free Library Cards upon presentation of identification and proof of address.

Massachusetts residents who are unable to provide identification and proof of address requirements can apply for a Local Use Only Card. The Local Use Only Card provides access to the Library’s physical collections, as well as use of in-library public computing equipment. Local Use Only cardholders can borrow items from the digital device collection that have 3-hour loan periods, but not those that have longer time limits. Local Use Only cardholders are not able to borrow collections or use public computing equipment at other NOBLE libraries.

*Non-residents*

Non-residents may apply for a Local Use Only Card.

The Local Use Only Card provides access to the Library’s physical collections, as well as use of in-library public computing equipment. Local Use Only cardholders can borrow items from the digital device collection that have 3-hour loan periods, but not those that have longer time limits. Local Use Only cardholders are not able to borrow collections or use public computing equipment at other NOBLE libraries.

Approved by the Board of Directors October 27, 2020.