

**EAST LONGMEADOW PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

ISSUANCE OF LIBRARY CARDS TO CHILDREN

The East Longmeadow Public Library recognizes its vital role to obtain a variety of materials for entertainment and knowledge to support the improvement of a literate society. Therefore, in an effort to allow more children to obtain library cards at an earlier age so that they may borrow library materials, the following requirements and procedures will be followed:

- An adult must accompany a child when the child applies for a library card.
- The adult must show photo identification and must sign the form stating their relationship to the child applying for the card. The form must also contain the address of the person who will be responsible for library items borrowed on the card. The child's address and that of the parents or legal guardian must also be included on the form.
- Children from infancy through completion of second grade will receive a paper card having a barcode. Paper cards will be replaced free of charge. Children completing second grade will receive a plastic card on which he/she will be asked to print or write his/her name.

The "Issuance of Library Cards to Children" policy is subject to review and amendment by the Board of Library Trustees.

Approved by the Board of Library Trustees, November, 2004

Amended by the Board of Library Trustees, July, 2013

Amended by the Board of Library Trustees, October, 2014