

**M.G. Parker Memorial Library**  
**CIVICS AND CITIZEN TOOLKIT LENDING POLICY**

The Parker Memorial Library is pleased to be able to offer our patrons the Civics and Citizenship Toolkit. The toolkit, provided by the U.S. Citizenship and Immigration Services, contains a variety of educational materials designed to help permanent residents learn more about the United States and prepare for the naturalization process. Many of the products can also serve as supplemental teaching tools for volunteers and adult educators in a classroom or community program setting. The kit contains:

- Form M-618: *Welcome to the United States: A Guide for New Immigrants*
- Form M-623: Civics Flash Cards for the Naturalization Test
- Form M-638: *Learn About the United States: Quick Civics Lessons for the Naturalization Test*
- Form M-76: *The Citizen's Almanac*
- Form M-654: *Declaration of Independence and Constitution of the United States*
- Form M-618-S: *Bienvenidos a los Estados Unidos de América: Guía para nuevos inmigrantes*
- Form M-770: *The USCIS Naturalization Interview and Test*
- Form M-668: Civics and Citizenship Multimedia Presentation
- Form M-677: *Expanding ESL, Civics, and Citizenship Education in Your Community: A Start-Up Guide*

The following lending parameters have been placed on the Civics and Citizenship toolkits:

1. A patron must be 18 years of age or older to borrow the toolkit.
2. Kit #1 is available to Dracut residents only. Kit #2 is available to any Merrimack Valley Library Consortium (MVLC) cardholder.
3. Kits must be picked up and returned to the Parker Library. Kits will not be sent out via inter-library loan delivery service.
4. Kits carry a three-week lending period, renewable, if there is no wait, up to two times.

Adopted and Approved by the Library Board of Trustees on this 12<sup>th</sup> day of October, 2016