

**Parker Memorial Library**  
**Policy on Circulation to Residents without a Permanent Address**

**Purpose**

The Trustees of the Parker Memorial Library endorse this policy in an effort to strike a balance between the preservation of the library's collections and the convenience of library patrons that may not have a permanent home.

**Policy**

Recognizing that some individuals live in housing that may not be permanent, (ie: group homes, homeless shelters and/or foster homes) and that these individuals may not have photo identification with their current address, the Parker Library strives to provide these individuals with needed materials while also ensuring the return of these items in a timely manner. To such ends:

- The Director of the group home or shelter, or the foster parent of the home where the child resides, will provide signed, a written letter stating the individual(s) names that would like a Parker Library card. In the case of a group home or shelter, the letter should be written on letterhead.
- In the case where the individual requesting a library card does not have a photo ID, the staff or foster parent attending the library with the patron/child, shall verify that the individual in attendance is the person indicated in the letter.
- A Dracut-only library card will be issued to that individual to expire in no more than one year, at which time, if the individual is still in the same home, the Director or parent shall write another letter.
- Individuals receiving a one-year library card are limited to three items out at any one time. Due to the transient nature of these homes, this limit ensures that the library's loss in case of non-return of these items, is minimal.
- These cardholders held to the same fine and fee schedule as every other card holder.

Approved and adopted by the Parker Library Board of Trustees on April 10, 2019