

Tewksbury Public Library Policy
LIBRARY CARD POLICY

Tewksbury Public Library services are available to anyone who enters the building; a valid library card is required to take materials out of the building and to access most online databases via the internet.

Each library card holder must comply with any borrowing restrictions linked to their card. Card holders are responsible for all fees and damaged materials assessed to their cards. Parents or legal guardians are responsible for the fines, fees and damaged materials assessed to their minor child's card.

Residents of other Merrimack Valley Library Consortium (MVLC) libraries must present a current, valid library card from their hometown library in order to borrow materials at the Tewksbury Public Library.

For the fastest service, an individual should present their own library card each time materials are checked out.

Permanent Residents

Permanent residents of Tewksbury are eligible for a library card that can be used at the library, other libraries throughout the Merrimack Valley Library Consortium (MVLC), and other municipalities in Massachusetts.

Adults must complete an application signifying agreement with the library's borrowing policies and show current proof of Tewksbury address. Residents with a PO Box must provide proof of a street address as well.

Children through age 14 must be accompanied by a parent or legal guardian with proof of address and complete an application signifying agreement with the library's borrowing policies.

Teenagers aged 15 and over, must also complete an application signifying agreement with the library's borrowing policies and provide proof of address.

Temporary Residents

Temporary residents staying at least 2 months in Tewksbury are eligible for a library card to be used only at the Tewksbury Public Library. Examples of a temporary residence may include hotels, motels, shelters, rehabilitation centers, visiting family.

Adults, and any family members, must complete an application and provide a letter on program or company letterhead stating your name and the approximate length of stay here in Tewksbury. This letter must be signed by a supervisor. Parent and Youth names can be listed on the same letter referenced above. Youths in 7th-12th grade are eligible to get a card when accompanied by a parent or legal guardian at the time of application. Visiting family members can bring a letter from the family they are visiting as well as proof of their permanent address.

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Temporary Library Cards are issued for a 3 month period. This period can be extended upon receipt of updated information. Temporary Library Card holders are responsible for fines, fees and lost or damaged materials assessed to their cards. Interlibrary loan and network reserves are not available for Temporary Library Card holders.

Institutional Library Cards

Institutions in Tewksbury, such as public and private schools, daycares or preschools and Tewksbury Hospital, may apply for library cards for use only at the Tewksbury Public Library by the institution's staff members.

Applicants must complete the Institutional Library Card application and submit a letter on institutional letterhead requesting the library card. Institutional library cards expire annually. All Institutional cards accrue fees for lost or damaged items. Interlibrary loan and network reserves are not available for Institutional Library Card holders.

Hospital Hospital residents may request permission from the hospital unit director to use the library card.

Tewksbury-Only Library Cards

Residents of other states who work for the Town of Tewksbury may apply for a Tewksbury-Only library card. A Tewksbury-Only card allows borrowing of Tewksbury materials only and does not include interlibrary loan or network transfers.

Applicants should provide proof of employment such as a current pay stub or dated identification badge. Tewksbury-Only Library Cards expire one year from the application date and can be renewed in person.

Library cards are not available for non-Massachusetts residents. Non-Massachusetts residents are welcome to visit and use library materials inside the building.