

Gray Public Library Library Account Registration Policy

A free library account may be established for residents and/or tax payers of the towns of Gray, New Gloucester, and Raymond. Registration will only occur in person at the library, save for written exception by the Library Director. In order to register for account, an individual will present proof of identity and residence. Proof of identity will be in the form of a photo ID – such as driver’s license, state issued identification card, or passport. Proof of address will be the address listed on the identification. If the identification lacks the current address, documents such as a utility bill, car registration, rental agreement / lease, mortgage documentation, etc. in the applicants name can be used for this purpose.

Free accounts can also be established for regular employees and students of SAD 15, regular employees of the Town of Gray, and business owners who pay business or property tax in Gray. In order to activate an account, an individual will present proof of identity, address, as well as required employment. Proof of employment will be a pay stub, photo identification, or letter from the employer.

Residents of the town of Pownal may purchase a Gray Public Library card at half price. All other Maine residents may purchase a Gray Public Library Card for an annual fee (please see fee chart).

All accounts expire on an annual basis. Individuals who live in Gray, New Gloucester, or Raymond will verbally verify their address and contact information. Individuals who have an account due to their employment status will present verification of continued employment. Out of town library users can reactive their account upon paying the annual fee. Patron accounts in good standing that are not renewed within two years of expiration will have that account purged from the system. The patron will repeat the regular registration process to reactivate an account.

No account will be established for an individual who has not reached five years of age. A juvenile account can be established for individuals between the ages of 5 to 14. Juvenile account activation requires a parent or legal guardian’s signature on the application form. The application must be filled

out in person at the library *with the child present* at the time. The parent/guardian, by signing the document, agrees to pay all fines, fees, and charges related to the juvenile account.

Adopted by the Library Board of Trustees 04/27/14