

Caregiver Card Policy

Policy:

The Merrimack Public Library welcomes children of all ages to use and enjoy the facilities, collections, and events offered by the library. In the event that a parent or guardian cannot accompany a child to the premises, a caregiver may act in their place to check out materials for children not yet old enough to obtain a card of their own.

In order to qualify for a Caregiver Card, a “Caregiver” shall be defined as: an adult who has been contracted by the child’s family to provide care of a child younger than 6 who resides in Merrimack; is themselves not a resident of Merrimack; and can demonstrate a relationship with the child by providing a letter from the Parent/Guardian of the child.

Fees:

The Adult Non-Resident fee will be waived for a Caregiver library card for a 1-year term.

Library Consortium Borrowing:

The Merrimack Public Library is a member of GMILCS, a non-profit consortium of 12 public & academic libraries in NH sharing an integrated system, materials, and access to some online resources. GMILCS members' cards are known as "Common Borrower Cards". This means you may borrow most materials from these other consortium libraries. The GMILCS, Inc. consortium serve the libraries of Amherst, Bedford, Derry, Goffstown, Hooksett, Manchester, Merrimack, Milford, Salem, Windham, New England College and the New Hampshire Institute of Art.

Please note the following:

- You must have your active library card when visiting other libraries, and your account must be in good standing (if in doubt, verify with the Circulation Desk).
- A few libraries restrict what kind of materials can be borrowed. *Please note that Merrimack's museum passes or telescope cannot be shipped or returned to any other library.*
- You may request items to be shipped to Merrimack, or, you may visit the participating library and checkout items there (restrictions may apply).
- You may also request that an item be shipped to a particular location for pickup.

Approved by the Merrimack Public Library Board of Trustees, February 23, 2016

Procedure:

If a child's non-resident caregiver requests to check out materials, the library staff will issue a temporary 30-day Merrimack card while the caregiver secures the required documentation. The Library requires confirmation of the relationship by the Parent/Guardian in the form of a letter or email with the Parent/Guardian's name, address, and library card barcode. Emails can be sent to either circulation email account or reference account.

The account will be under the caregiver's name and have all the caregiver's information. However, on the General Registration page, the Parent's name will be placed under the heading "Parent/Guardian".

The word "Caregiver" will be added under the heading "Note 1".

The Parent/Guardian address will be added as an Alternate (or Other) address.

The accounts will be linked to allow for pick up between the two parties (i.e. if a parent placed a hold on an item and the caregiver will be in the library with the child at the time of pick up, they should be allowed to check-out the material).