

REGISTRATION POLICY

To obtain a library card: show the required documents, complete a brief registration form and you will be issued a library card.

To apply for a card please show one item from both document lists below.

NOTE: A valid New Hampshire driver's license with your current Plymouth, NH address meets both of these requirements for a free library card.

The library needs a valid mailing address for all library mailings. A current email address is used for current mailings and to send the library newsletter.

Current photo identification: (ID must be valid and unexpired; photo-copies are not accepted)

- US Driver's license (permanent or official temporary license)
- State or US Government-issued ID card
- US Military ID Card
- US Passport

Current home address or owned property: (one address where current mailings are received)

- Driver's license with current address and/or Plymouth tax bill; a Plymouth address or tax payer qualifies patron for a FREE card; all others may apply for a non-resident card.
- Current New Hampshire or other state ID card
- Current voter registration card
- Current motor vehicle registration
- Current fishing and/or hunting license
- Signed lease or rental agreement with current rental receipt
- Current utility bill sent to you in your name (electric, gas, phone, cable, Internet)
- Current bank or credit card statement sent to you in your name
- Deed to real property or property tax statement
- Personal mail addressed to your name only, postmarked within the last 30 days

1. To be a patron one must hold an up-to-date library card.
2. Plymouth resident cards renew every two years.
3. Use of the Library or its services may be denied, temporarily or permanently, for due cause, such as the repeated failure to return library material, destruction of Library property, or disturbance of patrons or staff, or any other objectionable conduct on Library premises. Reinstatement may occur at the discretion of the Library Director.
4. In the event that library staff must request a patron to leave or the Director of the library must restrict or withdraw library privileges from a patron, that patron may appeal in writing to the Trustees at the next regular Trustee meeting.
5. Under no circumstances shall a staff member transport a patron to another location. In case of an emergency, the police will be called to provide transportation.
6. A \$1.00 charge shall be assessed for replacement of lost library cards.

REGISTRATION POLICY

Youth Under 18

Children may become patrons of the Library when they have begun elementary school. For those under 18, a parent or legal guardian needs to have a current unrestricted library card, and their signature is required in person on the minor's library card application.

By filling out the appropriate information and signing the application, the parent or legal guardian is responsible for:

- All materials checked out on the library card
- Fines or fees incurred by the use of the card
- Deciding what materials are appropriate for their children or young adults
- Deciding to allow or not allow the child or young adult access to the library Internet workstations

As mandated in NH RSA 201-D:11, II-a, effective January 1, 2026, a parent or legal guardian of a minor may request and receive all library records related to a minor's current borrowing of printed or audio-visual library materials.

Non-resident Library Cards

Members of a non-resident household, listed in the borrower record, may use the card. Extended family of non-resident borrowers are encouraged to present the library card for service.

*Non-residents 65 and older who received cards prior June 17, 2014, will be grandfathered in our system for free cards.

- Non-resident household / annual fee: \$40.00
- Non-resident household / six-month fee: \$20.00
- Senior household (65 and older) / annual fee: \$10.00*
- Senior household (65 and older) / six-month fee: \$5.00*
- Plymouth Area students and teachers: No charge (individual card only), card expires yearly.
- PSU students: No charge, card expires May 1 unless attending summer school
- Current Town of Plymouth employees: No charge
- Plymouth business owners: No charge
- Plymouth non-profit directors: No charge
- New Hampshire Music Festival household: No charge, card expires August 30
- PSU Lamson Library Faculty: No charge
- Temporary cards: No charge (10 item limit)
- Preschools: No charge

Why Do I Have to Pay for a Library Card?

In New Hampshire, unlike many states that have county and state libraries, the primary tax support for libraries comes from the individual town. Taxpayers in Plymouth support the

REGISTRATION POLICY

operation of the Pease Library; the State of New Hampshire does not provide any direct financial assistance to public libraries in the state.

What are Temporary Cards?

Temporary cards are issued to clients of Voice Against Violence and Bridge House. Clients must bring a letter from the agency to receive a card.

What if I cannot afford the card fee?

For those not able to afford the six or twelve-month fee, a document showing financial hardship may be submitted to the Director requesting a complimentary card. Examples include but are not limited to Medicaid card, letter of enrollment to HeadStart, food stamps card, etc.

Adopted by the Board of Trustees August 22, 2012; Amended November 20, 2012; Amended June 18, 2014. Amended February 16, 2017. Amended July 18, 2019. Amended November 15, 2023. Amended December 17, 2025.