



Peterborough Town Library

2 Concord Street, Peterborough, NH 03458-1511 ■ (603) 924-8040 ■ PeterboroughTownLibrary.org

Library Card Policy:

- All Library cards are issued to individuals and may not be shared.
- Library cards are required at check-out.
- Patrons may authorize other individuals to pick up books on hold.
- Juvenile cards ages 5-17 require a parent or guardian signature.
- Confirmation of residency or other eligibility requirements are required when a card is up for renewal.

Eligibility:

Any Peterborough resident, or non-resident owning a residence in Peterborough, is eligible for a library card membership. Library cards are updated every three years to confirm contact information and eligibility.

The following individuals are also eligible for library cards:

- Students enrolled at any *public* school located within Peterborough. Students are asked to bring some type of identifying information about their school status. These cards are updated annually to confirm contact information and eligibility.
- Any business or nonprofit that owns or rents property in Peterborough may have issued up to three complimentary Library cards to be issued to an employee of their business. The employee must provide a letter from the business/non-profit owner requesting the card. These cards are updated annually to confirm contact information and eligibility.
- Members of a Trust who own a residence in Peterborough may apply for a library card if they are named in the Trust documents. These cards are updated every three years to confirm contact information and eligibility.
- MacDowell fellows, while in residence. These cards provide three-month temporary access. Fellow must provide their personal contact information and return all items before the end of their fellowship.
- Visiting artists at Peterborough Players. These cards provide three-month temporary access. Artists must provide their personal contact information and return all items before the end of their production.
- Non-residents may purchase one-year library card memberships for the annual fee, as set annually by the Board of Library Trustees.

Verification, depending on card type, may include:

- A photo ID, tax document, or utility bill. If a Trust owns the property, the applicant must be named in the trust documents and the property must be a residence.
- Conval ID or name of teacher and school information



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- Details on fellowship or residency at MacDowell or P. Players
- Annual authorization on business/non-profit letterhead for the employee to have a card in the name of that business or non-profit. If sole proprietorship, DBA, or other independently run business with rented or owned space in Peterborough, business owner must supply verification for the business such as a utility or lease in name of the business.
- For Homebound status, the patron must fill out the Homebound Application – which can be filled out verbally by phone with PTL staff. Names for authorized pick-up must be added to the account.

Approved by BOT 10/17/19

Updated 3/17/22

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