

ID Options for Students in Area Colleges

Show your school ID *and* an ID with your permanent address from ID Options for MA Residents A. or B. (or out of state equivalent) AND any ID with your name and current local address ***if this is different from your permanent address.***

If you do not have an ID with your name and current local address (most college IDs do not), fill out a Name & Residence Confirmation postcard, which we will mail to you. Bring in the mailed postcard and another ID and they will be your local IDs for a library card.

ID Options for Out of State Residents If you

- own property in Massachusetts, your Springfield City Library card is free when you show the deed or other document confirming your ownership of Massachusetts property AND the out of state equivalents from ID Options for MA Residents A. or B. above.
- own a business in Springfield **or** work for the City of Springfield **or** work *in* the City of Springfield, your Springfield City Library card is free when you show proof of Springfield business ownership or Springfield employment *and* the out of state equivalents from ID Options for MA Residents A. or B. above.
- are living *temporarily* in Springfield and working *inside or outside* Springfield, usually three months or less. Pay a \$10 refundable deposit, *and* bring a letter dated within the last 30 days on your employer's letterhead verifying your local address, *and* show the out of state equivalents from ID Options for MA Residents A. or B. above. We refund your \$10 deposit when you turn in your library card, *all checked out library materials*, and your deposit receipt at the end of your stay.
- do not meet any of the out of state options above, pay an *annual* fee of \$35 AND present the out of state equivalents from ID Options for MA Residents A. or B. above.

If You Do Not Have Any of the ID Options above

Present an ID of any kind with your name on it, tell us your full date of birth, and receive a COMPUTER USE ONLY card. This allows you access to all computer resources in the Springfield City Library but does not allow you to borrow. The Computer Use Only card is available to Massachusetts and out of state residents.

Getting Your Springfield City Library Card

Your Springfield City Library card gives you borrowing and computer use privileges at all branches of the Springfield City Library and at most of the 140+ member libraries in C/WMARS, the Central and Western Massachusetts Automated Resource Sharing network. With your card, you also get remote access to the Library's on-line resources.

Library cards are free to residents of Massachusetts. Sign up in person at any of our branches. This brochure will tell you what IDs to bring. Call or visit us at any of our locations:

Central Library: 220 State Street, 413-263-6828, ext. 218

Brightwood Branch: 359 Plainfield St., 413-263-6805

East Forest Park Branch: 122 Island Pond Rd., 413-263-6836

East Springfield Branch: 21 Osborne Terrace, 413-263-6840

Forest Park Branch: 380 Belmont Ave., 413-263-6843

Indian Orchard Branch: 44 Oak St., 413-263-6846

Library Express at Pine Point: 204 Boston Rd., 413-263-6855

Mason Square Branch: 765 State St., 413-263-6853

Sixteen Acres Branch: 1187 Parker St., 413-263-6858

If you already have a card from another C/WMARS library, you may use it here; you do not need a Springfield City Library card.

www.springfieldlibrary.org



ID Options for Massachusetts Residents

Use any of the ID options described below to apply for a Springfield City Library card. IDs must show your current name and current residence.

A. One of the following:

Valid MA Driver's license **OR** Valid MA State ID card showing your current name and current residence

OR

B. Any ONE from EACH of the following two lists:

1. Current Photo ID (must include name and photo)

- Passport
- Alien Registration Card
- Government issued cards such as Military ID or DOC ID (Dept. of Corrections)
- University or school ID
- Out of state driver's license
- PVTA bus pass
- State Issued photo ID, including welfare, Medicaid, or FID card (Federal ID)

2. Address Verification (Must include current name *and* current MA residence) ***May not use a Post Office box or business address.***

- an imprinted bank check or deposit slip
- Rent receipt (confirming 30 day occupancy)
- Utility bill dated within the last 30 days

NOTE: May NOT use PO BOX or business address. ID must show a residence of any duration.

OR

C. Name and Residence Confirmation Postcard

If you do not have the IDs in Options for MA Residents A. or B. above, or if they do not show your current residence, we will give you a Name and Residence Confirmation postcard to address to your current residence.

We will mail you the postcard. Bring in the postcard within 30 days of the postmark and (for adults) another ID from ID Options A. or B. Together they will be your ID.

OR

D. Letter verifying residence and mailing address

If you do not have the IDs in Options for MA Residents A. or B. above, you may bring in a letter from a social services provider or a temporary employer that shows your housing.

The letter must verify your residence, not just a PO Box, be dated within the last 30 days, and be on the provider's official letterhead. The circulation desk of any Springfield City Library location has a form that you can bring to your social services provider or temporary employer to copy onto its letterhead and fill out for you.

ID Options for Children

The parents of children age 17 and younger are responsible for all lost and damaged items and fines and fees on their children's library cards. Name and Residence Confirmation postcards, library cards, and other correspondence are addressed to the child's parents or legal guardians.

Children age 11 and younger

Even if you have your own IDs, one of your parents must approve your library card either by signing the Name and Residence Confirmation postcard we mail them or by showing his or her own ID to library staff when you register for your card.

Children age 12 - 17

You may use any of the IDs in ID Options for MA Residents A. or B. above.

OR come in with a parent or legal guardian who has any of the IDs in ID Options for MA Residents A. – D. above.

OR fill out a Name & Residence Confirmation postcard which we will mail to you. When you receive the postcard at home, have your parent or guardian fill out the back of the card and sign it. Bring the completed postcard to the Library within 30 days of the postmark as your ID. You won't need any additional ID or photo ID.

OR bring in a letter from a social services provider that verifies where you live, not just a PO Box. The letter must be on the provider's official letterhead and dated within the last 30 days. The circulation desk of any Springfield City Library location has a form that you can bring to your service provider to copy onto its letterhead and fill out for you. You won't need any additional ID or photo ID.