

Temporary Library Card Policy:

Patrons residing in towns within the MVLC consortium must obtain library cards from their home library; however, temporary cards (valid for 30 days) may be issued for immediate, limited checkout.

Patrons residing in Massachusetts communities outside the MVLC consortium must obtain library cards from their home library; the barcode on those cards will be used to register the patron in the MVLC system. If the patron does not have a library card for their home library, a temporary library card (valid for 30 days) may be issued for immediate, limited checkout.

This policy applies only to patrons of certified Massachusetts libraries. Patrons of uncertified libraries may not receive a temporary patron card.

Procedure:

Temporary Cards with a unique temporary MVLC barcode are available for use until the patron can go to their home town library to obtain a library card.

These cards are valid for 30 days. Patrons must provide identification with a current home address. The library issuing the temporary card should be listed as the patron's home library. This temporary card is for material checkout only for the named cardholder and cannot be used to reserve materials or access databases.

- Check identification.
- Check for a previous account in Evergreen.
- Create a new account using the "temporary patron" permission group.
- Set Expiration Date 30 days from now.
- Remind patron that they need to obtain a permanent card from their home library
- Give card to patron.