

III.C.1. REGISTRATION POLICY

Library Card

Individuals currently living, working, attending school, or owning property in Manchester, are eligible for a free library card. The card expires two years after the issue date.

To obtain or renew a library card, individuals must provide a photo ID or other proof of identification. This proof can include: a bill or payroll check dated within the last 30 days, a current lease agreement, car registration, tuition bill, or other official dated materials proving eligibility.

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.

Young Adult (12-17)

Young adults (ages 12-17) living or attending school in Manchester may receive a library card without parental or legal guardian approval. Young adults assume financial responsibility for materials borrowed on their cards. They may show a valid picture ID, class schedule/proof of school enrollment, or school ID as proof of residence in Manchester. Young adults who are unable to provide this documentation can still register for a card with their parent or legal guardian present, using their ID/proof of residence.

Children (Under 12) Card

Any child between the ages of 5 and 12, who lives or attends school in Manchester, may receive a library card with the consent of their parent/guardian. The parent/guardian is financially responsible for any lost or damaged materials. The library card registration form will be signed by the parent or legal guardian.

Out of Town Card

Any New Hampshire resident living outside of the city limits of Manchester may purchase a library card for \$50.00. The card expires one year after the purchase date.

Staff will assist applicants who are unable to complete the Library registration card themselves. If applicable, legal guardians must sign staff assisted registration cards.

GMILCS Common Borrower Program

The GMILCS Common Borrower program allows patrons with library cards from other GMILCS (Greater Manchester Integrated Cooperative System) libraries to use their card at the Manchester City Library. These libraries are: Amherst Town Library, Bedford Public Library, Derry Public Library, Goffstown Public Library, Hooksett Public Library, Kelley Library (Salem), Leach Library (Londonderry), Merrimack Public Library, Nesmith Library

(Windham) Rogers Memorial Library (Hudson) and Wadleigh Memorial Library (Milford). Possession of a Manchester City Library card entitles the bearer to borrow materials from GMILCS libraries. Some libraries restrict what can be borrowed using the common borrower's card.

Lost or Damaged Library Cards

The charge to replace a lost card is \$5.00. There is no charge for replacement of damaged cards or cards on which the patron bar code can no longer be read, if the damaged card is returned at the time of replacement.

Revised in October 2025 for January 1, 2026 implementation.