

# Pine River Public Library District

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## PINE RIVER PUBLIC LIBRARY DISTRICT LIBRARY CARD REGISTRATION POLICY

### LIBRARY CARD ELIGIBILITY

All residents of Bayfield, La Plata County, Colorado, and out of state, part-time residents qualify for a free library card. Only one card is allowed per individual. As part of the Pine River Library's effort to conserve resources, all library records will be digital only with the exception of homebound library card applications.

### APPLYING FOR A LIBRARY CARD

To apply for a library card, adults aged 18 or older must present valid, current photo identification and an additional proof of address. Acceptable forms of identification are:

- Federally issued driver's license
- Federally issued state ID card: issued by the Dept. of Motor Vehicles
- Foreign driver's license
- United States or foreign passport
- Alien registration card
- Employee identification card or badge (Legal name and photo must be listed on ID)
- Military or Merchant Marine identification
- School identification card
- Voter's registration card
- Tribal ID card
- State vehicle registration
- Consular Card

Additional examples of acceptable documents to verify an address are:

- Parent's library card for juvenile registration
- Utility bill (phone, electric, water, gas, etc.) (Name and address must be listed)
- Mail with a recent postmark (within 30 days)
- Vehicle registration or insurance card
- Personal checks imprinted with address
- Rent receipts or leases with address
- Paycheck or paystub
- Voter registration card
- Hunting/Fishing licenses

Other forms of identification and proof of address may also be acceptable and are at the discretion of library staff. The approval of a parent or guardian on the library card record is required for youth aged 17 and under. Library card records for youth age 15 and under must be approved by a parent or guardian in person at the Library.

Library cards must be renewed every year. Valid identification and current proof of address must be presented when renewing library cards. P.O. Box addresses are acceptable.

### BORROWER RESPONSIBILITIES

Borrowers must present a valid library card when checking out materials. When using self-checkout machines, the patron only needs to know their library card number. If the patron

# Pine River Public Library District

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does not have the library card but still wishes to check out materials, valid photo identification will be accepted. Borrowers are responsible for paying any fines or other charges imposed, when relevant. **Parents or guardians are financially responsible for all materials borrowed on the cards of youth aged 17 and under.** Borrowers are responsible for reporting any changes in the account information in a timely fashion.

This library is in compliance with federal and state laws that affect library operations, including the Colorado Confidentiality Law, which states, in part:

**24-90-119. Privacy of user records.** "...a publicly-supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library."

It is the borrower's responsibility and choice as to who has access to the library card for the account. A patron may allow a family member or friend to use his or her library card to check out materials, pick up materials on hold, and pay fines that are outstanding on that card. The name of the additional borrower has full access to the library card, and their full name will be noted on the borrower's account. When a patron gives another individual their library card to use, that individual has full access to that account. However, the Library reserves the right to ask a borrower for photo identification to verify identity before checking out materials.

## LOST OR STOLEN LIBRARY CARDS

If the borrower's card is lost or stolen, it is the borrower's responsibility to report the loss or theft to Pine River Public Library immediately. A police report is required when a patron claims materials were checked out and stolen. A new library card will be issued for lost, damaged or stolen cards; the cost for a replacement card is **\$1.00**. (Defective cards will be replaced at no cost.) All charges or loans attached to the lost card will be transferred to the new card. Special circumstances may require help from the Director or supervisor in charge.

## BORROWING GUIDELINES

A total of fifteen circulating items may be on a borrower's record at any given time. Loan periods depend upon the type of material being loaned; borrowers should note the due dates on the receipt provided at checkout. (See "Loan Periods" below) The Library upholds the circulation policy and loan periods for items owned by other libraries although they may differ from the loan periods of Pine River Public Library.

Most PRPL materials are renewable, provided there are no reservation requests pending and the patron has not accumulated more than \$10.00 in fines and/or fees on the account.

## FINES & FEES

Once library materials are overdue, the cardholder will be charged overdue fines according to the Fines & Fees Schedule (below), approved by the Pine River Public Library's Board of Trustees. The Library expects payment for lost or damaged materials and overdue fines and fees associated with materials owned by other libraries through Interlibrary Loan. Once an item is 60 days past due, the library relinquishes the patron's account to a collection agency to collect the library's materials or the full payment of the overdue items for replacement or reconsideration for the collection. There is an additional \$10.00 fee automatically charged to the patron's library account in this instance to offset the library's fees for this service. The collection agency works for four months to retrieve the item(s) and then the patron's credit history is tarnished.

# Pine River Public Library District

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## Patron Card Types

Patron Type	Specifications	Charge Limit
<b>ADULT</b>	Adult (18 + years of age) living or working in Colorado; expires annually.	15 items
<b>JUVENILE</b>	Individuals 17 or under, living in Colorado -or- <b>currently enrolled</b> students of a school or college in Colorado; expires annually.	15 items
<b>JUVENILE – No media</b>	Individuals 17 or under, living in Colorado -or- <b>currently enrolled</b> students of a school or college in Colorado; expires annually. Patron may not check out DVDs.	15 items

## Homebound Patrons

Patrons who are Homebound and unable to come into the Library to get materials due to health limitations may apply for a library card by completing a library application card. A family member or other caregiver (designated by the homebound patron) may use the library card to check out materials for the homebound patron. A registration card may be sent home with the family member or caregiver for the homebound person to complete and sign. This form should be returned with a photocopy of the homebound person's ID. The name of the family member or caregiver who will be using the card, should be designated in the patron record.

## LOAN PERIODS

Item Type	Loan Period	Renewals
Books, audiobooks and music	21 days	1
<b>New</b> books, audiobooks and music	14 days	1
E-Readers (Kindles, Nooks, etc.)	21 days	0
MP3 Players	21 days	0
Flash drives	21 days	0
DVDs	7 days	1
GPS units	21 days	0
Laptops	14 days	0
Tablets (iPad, etc.)	21 days	0

## Fine & Fee Schedule

Item Type	Overdue Fines	Replacement Fee
Books, audiobooks and music	\$0	Retail cost
<b>New</b> books, audiobooks and music	\$0	Retail cost
E-Readers (Kindles, Nooks, etc.)	\$1 per day	Retail cost
MP3 Players	\$1 per day	Retail cost

# Pine River Public Library District

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Laptops	\$1 per day	Retail cost
DVDs	\$0	Retail cost
GPS units	\$1 per day	Retail cost
Tablets (iPad, etc.)	\$1	Retail cost

**Approved by the Pine River Library Board of Trustees  
December 12, 2013**

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