

Pine River Public Library District

PINE RIVER PUBLIC LIBRARY DISTRICT LIBRARY CARD AND BORROWING POLICY

LIBRARY CARD ELIGIBILITY

Full or part-time residents and visitors are entitled and encouraged to get a free library card or e-card that entitles the bearer to participate in many library services, including the borrowing of materials and access to electronic resources.

Out of state requests and other special circumstances will be reviewed and may be accommodated on a case-by-case basis as determined by the library director.

TYPES OF LIBRARY CARD

E-card

Applicants may apply in person or by phone to request an e-card which gives access to library electronic resources. E-cards do not carry physical material check out privileges and do not require picture ID. E-cards may be upgraded to regular cards with the proper identification or parental approval (if applicable).

Physical Card

Photo identification and verification of address is required to receive a full access library card. A parent or guardian of any child under 14 must provide their picture identification information and address for the child to receive a library card.

Photo identification is required to replace a lost or stolen library card.

Temporary Card

Applicants unable to provide proof of address or temporary visitors may be issued a limited access temporary card. This may be upgraded to a full card with the proper identification. Unaccompanied juveniles (under 14 years old) can be issued a limited access "Juvenile" card without media privileges with guardians verbal or written consent. This card can be upgraded to a full card with guardian's written or in person approval.

Renewal

Library cards must be renewed every year.

CONFIDENTIALITY

Pine River 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."

Account holders may give permission to others to access their account by loaning them their card, or adding names to their account. The card carrier, or named persons, will be allowed full access to the account but the account holder remains responsible.

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BORROWER RESPONSIBILITIES

Pine River Public Library cardholders may borrow circulating materials, including books, DVDs, Blu-ray, CDs, and magazines. Pine River Library is not responsible for any damage caused to playback equipment by audiovisual materials.

The individual to whom the card is issued is responsible for the following:

- The return, in good condition, of all materials borrowed
- Payment of fees incurred for any damaged or lost materials
- Reporting a lost or stolen card immediately
- All charges on the card until it is reported lost or stolen
- Reporting promptly any changes in name, address, or phone number
- All charges on the card as the result of lending the card or library materials to another individual

Parents or guardians of a library cardholder agree to be responsible for the above and to teach their child library rules and guidelines to help in the use of their card.

In order to safeguard the collection and make materials available to as many people as possible, the library blocks cards for long overdue materials and sets limits on the number of materials a person may check out. Borrowing privileges may be suspended until long overdue items are returned and fees for any lost or damaged items are paid. Cardholders may be referred to a collection agency for recovery of unreturned materials and assessed an additional collection fee.

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