

Delta County Public Library District

*“Serving and Empowering People
Providing Resources for Life, Leisure and Learning”*

The Board of Trustees of Delta County Public Library District (Library Board) adopts and makes public the following written policy:

LIBRARY CARD AND BORROWING POLICY

Revision Dates and General Definitions

This revision dated 10/18/2017 overrides all previous versions of **Delta County Public Library District LIBRARY CARD AND BORROWING POLICY** and any verbal/oral policies, actions and behavior in existence prior to this date.

How to Get a Library Card: If you are a Delta County resident age 16 or older, you may obtain a free library card by visiting one of our libraries—Cedaredge, Crawford, Delta, Hotchkiss, or Paonia.

- We require a valid photo ID and verification of physical address for you to receive a permanent library card. Acceptable forms of photo ID are: driver’s license, passport, school ID, or any other government-issued document showing a photo and your name.
- To ensure equal access to library resources, we limit you to one Delta County Libraries account.
- A child over the age of 6 and under the age of 16 may get a library card. A parent or legal guardian must accompany the child to the library and show his or her valid photo ID and verification of physical address.
- If you lose your library card or it is stolen, we require a valid photo ID to replace it.
- If a child over the age of 6 and under the age of 16 loses his or her library card or it is stolen, we require the parent or legal guardian, accompanied by the child, to provide a valid photo ID to replace the card.
- Students of Delta County may get a Student E-Card through their school. We require the signature of a parent or legal guardian on the application.

Special Types of Cards: Delta County Libraries offers several types of special library cards. Please visit or call one of our libraries to see if one of these cards fits your circumstances better.

- E-Card—The E-Card does not carry check out privileges of physical materials but allows you to use electronic resources, such as computers and databases. You may apply online for an E-Card.
- Student E-card—If you are a student of Delta County, you may obtain a Student E-Card by request of your teacher, counselor, or school administrator.
- Faculty Card—If you are a Delta County educator, you may obtain a faculty card to better assist you in accessing electronic resources and checking out materials for a longer period of time.
- Temporary Card—If you are residing in Delta County for at least 6 weeks or if you return annually for shorter lengths of time, the temporary library card will give you access to physical and electronic materials, but we will expire it when you leave.

- Homebound Card—This card allows homebound residents, who require another person to transport materials to and from the library on their behalf, to have access to physical materials.
- Colorado Library Card—We participate in the Colorado Library Card Program. You may register for a card and borrow materials at any participating library in Colorado. You may return materials borrowed from other Colorado libraries to any of our libraries in Delta County.

Confidentiality: You should be the only one using your library card. You must present your library card or valid photo ID to access your library account. Staff may request a photo ID at any time to access and ensure account accuracy. In compliance with Colorado statute, Delta County Libraries may not give information about your library account to anyone but you. Please read our Privacy Policy for more information.

Borrower Responsibilities and Privileges: If you have a Delta County Libraries card, you are responsible for the following:

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

If you are a parent or guardian of a child who is a library cardholder, then you agree to be responsible for the above and to teach your child library rules and guidelines to help in the use of his or her card. If you wish to access your child’s records for checking out, renewing, or paying fines, please retain a copy of your child’s library card.

In order to safeguard the collection and make materials available to as many people as possible, Delta County Libraries charges fines for overdue materials and sets limits on the number of materials you may check out. We may suspend your borrowing privileges until you return any overdue items and pay any fines and/or fees. We may refer you to a collection agency for recovery of long overdue items or excessive fines.

Approved by Delta County Public Library District Board of Trustees

Date

Secretary