

## **Summit County Library System Borrowing Policy**

All Patrons must have a current, valid library card to borrow library materials.

Eligibility and different types of applications available are:

- **Resident Status:** Persons who reside or own property in Summit County are eligible for a library card. Family or individual card options are available. Applicants must have photo identification and proof of residence that shows their physical county address. Acceptable proof of residence must be one of the following:
  - A current Utah driver's license or ID card
  - Lease agreement
  - Utility bill
  - Voter or car registration
  - Checks with name and physical address imprinted
  - Business card with physical address & telephone number
  - Deed or mortgage
- **Temporary Resident Status:** Any person residing within Summit County, but visiting or staying for a limited time only (from overnight up to six months) will be required to pay a refundable \$25.00 cash only security deposit to register and borrow materials from the library. A permanent mailing address will be required on the application. The checkout limit on this card is five (5) items. The library card and all materials must be returned to receive security deposit refund. Refund will be made by check and sent to the permanent address.
- **Non-Resident Status:** Non-residents of Summit County may also apply for a library card. Identification will be required that includes physical address. Applicant must be at least 18 years of age. There is an annual fee of \$25 to obtain a card. This fee is waived for non-residents working in Summit County and library cardholders of jurisdictions with a Summit County Cooperative Agreement. Proof of employment is required-- pay stub or employer's statement.
- The applicant's signature is required. A parent or legal guardian of children up to age 18 must sign the child's library card application, in person, at the time of the application.
- Lost or stolen cards should be reported to the library as soon as possible.
- Resident Library cards may be renewed every two years with an address update.

### Loan Period and Restrictions:

- All library materials, except reference, have a fourteen (14) day checkout period.
- Selected reference materials circulate for a three (3) day period.
- High demand materials may be limited in number depending on need and collection size. For example, DVDs, audios, and holiday books are limited to three per card.
- Items may be renewed twice after the original checkout period, either in person, by phone, or from the library's website, unless that item is on hold. Interlibrary loan renewals are dependant upon the policy of the lending library.

- Patrons may reserve materials either in person, by phone, email or through the library's website. Patron will be notified when materials become available within one (1) day either by phone or email. Item will be held for three (3) days after which a second contact will be attempted and the item will be held for one (1) more day. Patrons are limited to six (6) reserve requests at one time.
- Patrons may have one (1) claimed return. When a patron has more than one claimed return the library director will need to approve or patron will be required to pay for the lost item or lose library privileges.
- Patrons are limited to three (3) ILLs at one time.

### Charges

Patrons are responsible for items charged to their library card.

#### FINES

- Overdue fines for all circulating materials are calculated at a rate of \$.10 per day, per item with a maximum charge of \$5.00 per item.
- Interlibrary loan items will be charged \$.10 per day with additional fines as assessed by the lending library.
- Borrowing privileges are suspended when fines exceed a total of \$5.00 or when overdue items are not returned or paid for.

#### FEES

- The replacement cost of a lost or damaged card is \$1.00
- The replacement cost for magazine envelopes, video/audio cases, hanging bags, etc. varies.
- The replacement cost of lost or damaged items is the retail price plus a \$5.00 processing fee.
- Lost Interlibrary loan items will be billed from the lending library with a \$5.00 processing fee added.
- Once an item is paid for no refund will be made.
- A fee of \$20.00 will be assessed for returned checks after 30 days.
- After the account is 45 days overdue, it will be turned over to Unique Collections and a \$10.00 collection fee will be assessed to the account.

### Internet Access

The Summit County Library offers the following patron services through our website: account access, reservation of items and renewals. Patrons wishing to use this service must apply in person. A PIN will be created by the patron. The Summit County Library will not keep any record of the PIN and it will be up to the patron to remember the access information. Any changes must be done in person. For family applications, a parent must be present for a child to change any PIN information.

### Loan History

The Summit County Library has the ability to keep a loan history if patrons so desire. To create a loan history, patrons must apply in person at the library. A history will be kept for all items checked out on the card and all persons listed on the application will have access to the loan history information. In the event a loan history is desired for a single person rather than an entire family, the patron must apply for an individual card.

Approved November 15, 2007