



Borrowing Policy

Adopted: July 21, 2011

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Policy Statement

All patrons must have a current, valid library card to borrow library materials. Eligibility for a library card and different Borrower Types are as follows:

1. Borrower Types

1.1 Resident

1.1.1 Individuals who reside or own property in Summit County are eligible for a free library card.

1.1.2 Applicants, age 18 and over, must be able to provide photo identification and proof of residence.

1.1.3 Acceptable proof of residence must be one of the following:

- A valid Utah driver's license or state-issued ID with current address listed
- Current lease agreement
- Utility, credit card, or cell phone bill issued within the last 60 days
- Deed or mortgage
- Current paycheck stub
- Property Tax notice

1.1.4 Proof of residence must include the applicant's physical address. Post Office box numbers are not an acceptable proof of residence, but may be used as a mailing address.

1.1.5 Resident children under the age of 18 are eligible to receive a library card at the discretion of a parent or legal guardian. The parent or legal guardian must have a valid Summit County Library card and be present for a child to be issued a card. Parents or legal guardians take responsibility for all activity on the child's card.

1.2 Non-Resident

1.2.1 Non-residents of Summit County are eligible for a free library card. Borrowers are subject to borrowing restrictions as outlined in the "Borrowing Limits and Loan Terms"

section. Access to physical and digital resources is granted with the exception of Library of Things items, OverDrive/Libby, and Kanopy (subject to change).

1.2.2 Applicants, age 18 and over, must be able to provide photo identification and address information.

1.2.3 Non-Resident children under the age of 18 are eligible to receive a library card at the discretion of a parent or legal guardian. The parent or legal guardian must have a valid Summit County library card and be present for a child to be issued a card. Parents or legal guardians take responsibility for all activity on the child's card.

1.3 Unlimited Non-Resident

1.3.1 Non-residents may pay an annual fee (refer to the *Library Fees Schedule*) to upgrade to an Unlimited Non-Resident card. This card removes borrowing restrictions and grants full access to physical and digital resources, including Library of Things items, OverDrive/Libby, and Kanopy (subject to change).

1.3.2 Unlimited Non-Resident card fees are non-refundable and cannot be prorated.

1.3.3 Summit County employees who live outside of Summit County may present their Summit County employee badge to receive a waiver of the Unlimited Non-Resident fee. An employee's spouse/domestic partner and children are also eligible for Unlimited Non-Resident cards without fees. These will expire annually to verify current employment with the County.

1.3.4 Residents of Morgan County may present their Morgan County Library card to receive a waiver of the Unlimited Non-Resident fee due to a Cooperative Agreement with Morgan County Library.

2. Library Cards

2.1 Expiration

2.1.1 Resident Cards expire every two years if address and contact information cannot be confirmed.

2.1.2 Non-Resident and Unlimited Non-Resident Cards expire annually if address and contact information cannot be confirmed.

2.1.3 Patrons will be notified via email or text 30 days prior to their account expiration. To renew, patrons must provide current proof of residency (for residents) or updated contact information (for non-residents) and pay the annual fee if applicable.

2.1.4 If a library card remains inactive for three years with no accrued fines or fees, the card will be removed from the database.

2.2 Lost or Stolen Cards

2.2.1 Patrons must report a lost or stolen library card to the library as soon as possible. Upon reporting, a replacement card will be issued.

2.2.2 Failure to report a lost or stolen card will result in the patron remaining liable for any materials checked out on the card.

2.2.3 The fee to replace a lost card is listed in the *Library Fees Schedule*. Worn out, illegible or outdated cards will be replaced for free.

2.3 PIN Information

2.3.1 A PIN is created when you register for your library card. If desired, this number can be changed on our website or in person. For child cards, a parent or guardian must be present to change the PIN or any contact information.

3. Borrowing Limits and Loan Terms

3.1 Item limits by Borrower Type

3.1.1 The total number of items a patron may borrow is determined by their Borrower Type. The limits for each Borrower Type are as follows:

Borrower Type	Item Limit
Resident / Resident Child	Maximum of 50 items at any one time
Non-Resident / Non-Resident Child	Maximum of 10 items at any one time
Unlimited Non-Resident / Unlimited Non-Resident Child	Maximum of 50 items at any one time

3.2 Item Limits and Loan Periods by Item Type

3.2.1 Maximum limits (within the eligible limits for each Borrower Type) are applied to the number of items of any one Item Type that a patron may borrow at a time. Loan periods are determined by Item Type. The specific limits and loan periods are as follows:

Item Type	Item Limit	Loan Period	Eligible for Automatic Renewal
Books	50	14 days	Yes
Juvenile Holiday Books	10	14 days	No

Books on CD	10	14 days	Yes
DVDs & Blu-Ray	10	14 days	Yes
1-Day Blu-Ray	2	1 business day	No
Magazines	10	14 days	Yes
Interlibrary Loans	3	Set by the owning library	No
Library of Things	Varies	Varies	Varies

3.3 Most items will renew automatically up to three (3) times after the original checkout period unless the item is on hold for another patron or is not eligible for automatic renewal. Patrons can renew an eligible item before its due date either in person, by phone, or through their online account. Interlibrary loan renewals are subject to the policies of the lending library.

3.4 Patrons may reserve materials either in person, by phone, by email, or through the library’s website. Patrons will be notified within one (1) business day when reserved materials become available. Notifications will be sent via phone, email, or text message. Reserved items will be held for seven (7) business days. Patrons are limited to 25 reserve requests at any one time.

3.5 Patrons are allowed one (1) claimed return. A claimed return occurs when a patron claims an item has been returned to the library even though the item has not been checked in or found on the shelf. If a patron has more than one claimed return, a supervisor must approve further claims, or the patron will be required to pay for the lost item(s) or risk losing library privileges.

4. Charges

4.1 Patrons are responsible for items charged to their library card. Borrowing privileges are suspended when overdue items are not returned or paid for. Charges for lost and damaged items vary. Refer to the *Library Fees Schedule* for specific prices.

4.2 Once an item is paid for, no refund will be made.

4.3 After the item is 45 days overdue, the account will be turned over to collections and any replacement costs will be assessed to the account. Replacement costs may be waived if the items are returned undamaged.

5. Loan History

5.1 The Summit County Library has the ability to keep a patron’s loan history upon request. Once activated, the loan history will be kept for all items checked out on the card from that point forward. Patrons can access their loan history information through their online account. Patrons can ask to turn off their loan history at any time.