

Summit County Library System



Policy #1 - Borrowing Policy

Adopted: July 21, 2011

Revised: January 10, 2019

All patrons must have a current, valid library card to borrow library materials. Eligibility and different types of applications are as follows:

Resident Status: Persons who reside or own property in Summit County are eligible for a library card. Family or individual card options are available.

- Applicant will be required to show photo identification that includes physical address. Acceptable proof of residence must be one of the following: A current valid Utah driver's license, lease agreement, utility bill, current car or voter registration, checks with name and physical address imprinted, business cards with physical address & telephone, deed or mortgage.
- Applicant must be 18 years of age or older.
- Children up to the age of 18 are eligible to receive a library card with the signature of parent or legal guardian. The parent or legal guardian must be present for a child to be issued a card.

Temporary Resident Status: Any person visiting or staying in Summit County for a limited time only (from overnight to six months) will be required to pay a nonrefundable \$10.00 fee to register to borrow materials from the library.

- Applicant will be required to show photo identification that includes physical address.
- Applicant will be required to show proof of temporary physical address.
- Applicant must be 18 years of age or older.
- The checkout limit on this card is ten (10) items.

Non-Resident Status: Non-residents of Summit County may also apply for a library card. An annual fee of \$25 is required to obtain a card. This fee is waived for non-residents working in Summit County or with a valid library card from another jurisdiction with a Summit County Cooperative Agreement (Weber County, Morgan County, Davis County, Brigham City and Logan City). Proof of employment is required (pay stub or employer's statement).

- Applicant will be required to show photo identification that includes physical address.
- Applicant must be 18 years of age or older.

On all applications, the applicant's signature is required. 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.

Account Access and PIN Information:

The Summit County Library offers the following patron services through our website thesummitcountylibrary.org: account access, reservation of items, and renewals. A PIN is created when you register for your library card. The library staff will usually assign the last four (4) digits of your library card number as a PIN if you do not create one yourself. If desired, this number can be changed after logging in to your account on our website for the first time, or in person. For family applications, a parent or guardian must be present for a child to change any PIN information.

Loan Period and Restrictions:

- Most library materials, except reference, have a fourteen (14) day checkout period.
- High demand materials may be limited in number depending on need and collection size. For example, DVDs, audio books, and holiday books are limited to ten (10) per card with a maximum of twenty (20) per family.
- Most items may be renewed three (3) times after the original checkout period, either in person, by phone, or from the library's website, unless an item is on hold. Interlibrary loan renewals are dependent upon the policy of the lending library.
- Patrons may reserve materials either in person, by phone, email or through the library's website. Patrons will be notified when materials become available within one (1) day either by phone, email, or text message. Items will be held for seven (7) days. Patrons are limited to ten (10) 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) interlibrary loans at one time.

Charges:

Patrons are responsible for items charged to their library card. Borrowing privileges are suspended 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 set forth in the Collection Development Policy.
- 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 collections and any replacement costs will be assessed to the account. We will waive the replacement costs if the items are returned undamaged.

CLASSES

- Six week Driver's License class for Spanish speakers: \$40.00

Loan History

The Summit County Library has the ability to keep a loan history if patrons 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.

ATTACHMENTS (includes Spanish versions)

- A Card Application - Resident-Family
- B Card Application - Resident-Individual
- C Card Application - Temporary Resident
- D Card Application - Non-Resident

Summit County Library System Card Application Resident – Family

Revised Jul. 21, 2011

- When presenting this application you will be required to show photo identification that includes your physical county address. Acceptable proof of residence must be one of the following: A current valid Utah driver's license, lease agreement, utility bill, current car or voter registration, checks with name and physical address imprinted, business cards with physical address & telephone, deed or mortgage.
- Applicant must be 18 years of age or older.
- Children up to age 18 are eligible to receive a library card with the signature of parent or legal guardian. The parent or legal guardian must be present for a child to be issued a card.

Please print in ink.

Children up to 18 years of age

1. *Name _____
Last First Middle

Name Date of Birth Card #

1. _____

2. *Name _____
Last First Middle

2. _____

Address _____
Street Apt.# PO Box #

3. _____

City Zip

4. _____

Telephone (____) _____

5. _____

Email Address _____

6. _____

Please check and initial here if you would like your loan history kept. _____ Initial

I hereby agree to follow the Summit County Library System Borrowing Policy, and to pay all eligible fines and fees charged to my account and the accounts of those listed above. Further, I agree to notify the library of any change of address, and of lost or stolen cards. I understand that violation of the borrowing policy, including failure to pay fines or to return materials, may result in the loss of borrowing privileges. I further agree to pay all costs of collection, including court costs and reasonable attorney's fees, in the event that my account or the accounts of those listed above are turned over for collection. As a parent or legal guardian of those listed above, I understand that I am responsible for all library materials, including Internet resources, that are used by anyone listed on this application.

1.* Signature _____ Date _____

2.* Signature _____ Date _____

To be completed by staff: 1. * _____ 2. * _____ Staff _____

Proof of residence: 1. _____ 2. _____

Summit County Library System
Solicitud de Tarjeta de Residente-Familia

Revisado 21 de julio 2011

- Con la presentación de esta solicitud se requiere una identificación con fotografía que incluya su dirección física dentro del condado. Aceptamos las siguientes pruebas de residencia: la licencia de conducir de Utah vigente, contrato de arrendamiento, factura de pago de servicios públicos, el registro de su vehículo, registro de votantes, los Cheques personales con nombre y dirección impresos, tarjetas personales de presentación con dirección física y teléfono, Prueba escrita de Hipoteca.
- Los niños menores de 18 años son elegibles para recibir una tarjeta de la biblioteca, con la firma del padre o tutor legal. El padre, madre o guardián legal debe estar presente para la expedición de la tarjeta del menor.

Escriba en letra de imprenta.

1. * Nombre _____
 Apellido Nombre(s)

2. * Nombre _____
 Apellido Nombre(s)

Dirección _____
 Calle Apto# PO Box

Ciudad _____ Código Postal _____

Teléfono (____) _____

Teléfono del trabajo (____) _____

Correo electrónico _____

Le permite guardar un Historial del Préstamo _____ Sus Iniciales

Estoy de acuerdo con las normas de Summit County Library System sus reglas de endeudamiento, y el pago de multas, cargos y las tasas cobradas a mi cuenta y a las cuentas de las personas a mi cargo que se enumeran más arriba. Además, estoy en la obligación de notificar a la biblioteca cualquier cambio de dirección, y de la pérdida o el robo de la (s) tarjetas. Entiendo que la violación de la política de endeudamiento, incluida la falta de pago de multas o de los materiales para regresar, puede resultar en la pérdida de privilegios del préstamo. Además, estoy de acuerdo en pagar todos los costos del cobro, incluyendo los costos de la corte y los honorarios de representación jurídica, en el caso de que mi cuenta o las cuentas de las enumeradas anteriormente son entregados para su recogida. Como padre o tutor legal de los menores de edad, entiendo que soy responsable de todos los materiales de la biblioteca, incluidos los recursos de Internet, que son utilizados por cualquier persona que se enumera en esta solicitud.

1.* Firma _____ Fecha _____
2.* Firma _____ Fecha _____

Espacio Reservado Para la Biblioteca:

1. * _____ 2. * _____ Empleado _____
Prueba de la Residencia: 1. * _____ 2. * _____

Adjunto A

**Summit County Library System Card Application
Resident – Individual**

Revised Jul. 21, 2011

- When presenting this application you will be required to show photo identification that includes your physical county address. Acceptable proof of residence must be one of the following: A current valid Utah driver's license, lease agreement, utility bill, car or voter registration, checks with name and physical address imprinted, business cards with physical address & telephone, deed or mortgage.
- Applicant must be 18 years of age or older.

Please print in ink.

***Name**

Last

First

Middle

Address

Street

Apt. #

P.O Box #

City

State

Zip

Telephone (____) _____

Email Address _____

Please check and initial here if you would like your loan history kept. _____ **Initial**

I hereby agree to follow the Summit County Library System Borrowing Policy, and to pay all eligible fines and fees charged to my account. Further, I agree to notify the library of any change of address, and of lost or stolen cards. I understand that violation of the borrowing policy, including failure to pay fines or to return materials, may result in the loss of borrowing privileges. I further agree to pay all costs of collection, including court costs and reasonable attorney's fees, in the event that my account is turned over for collection.

***Signature** _____ **Date** _____

To be completed by staff: * _____ Staff _____

Proof of residence: _____

Summit County Library System
Solicitud de Tarjeta de Residente-Individual

Revisado 21 de julio 2011

- Con la presentación de esta solicitud se requiere una identificación con fotografía que incluya su dirección física dentro del condado. Aceptamos las siguientes pruebas de residencia: la licencia de conducir de Utah vigente, contrato de arrendamiento, factura de pago de servicios públicos, el registro de su vehículo, registro de votantes, los cheques personales con nombre y dirección impresos, tarjetas personales de presentación con dirección física y teléfono, Prueba escrita de Hipoteca.
- El solicitante debe ser mayor de 18 años de edad o más.

Escriba en letra imprenta.

* Nombre _____

Apellido

Nombre (s)

Dirección _____

Calle

Apto#

PO Box #

Ciudad

Estado

Código postal

Teléfono (____) _____ Teléfono Trabajo(____) _____

Correo electrónico _____ Celular (____) _____

Le permite guardar un Historial del Préstamo _____ Sus Iniciales

Estoy de acuerdo con las normas de Summit County Library System sus reglas de endeudamiento, y el pago de multas, cargos y las tasas cobradas a mi cuenta. Además, estoy en la obligación de notificar a la biblioteca cualquier cambio de dirección, y de la pérdida o el robo de la (s) tarjetas. Entiendo que la violación de la política de endeudamiento, incluida la falta de pago de multas o de los materiales para regresar, puede resultar en la pérdida de privilegios del préstamo. Además, estoy de acuerdo en pagar todos los costos del cobro, incluyendo los costos de la corte y los honorarios de representación jurídica, en el caso de que mi cuenta es entregada para su recogida.

*Firma _____ Fecha _____

Espacio reservado para la Biblioteca:

* _____

Empleado _____

Prueba de Residencia _____

Adjunto B

**Summit County Library System Card Application
Temporary Resident**

Revised Mar. 17, 2016

- When presenting this application you will be required to show photo identification that includes your physical address. Acceptable proof of residence must be one of the following: A current valid driver's license, lease agreement, utility bill, car or voter registration, checks with name and physical address imprinted, business cards with physical address & telephone, deed or mortgage.
- Any person visiting or staying in Summit County for a limited time only (from overnight to six months) will be required to pay a **nonrefundable \$10.00** fee to register to borrow materials from the library.
- Applicant must be 18 years of age or older.
- The check out limit on this card is 10 items.

Please print in ink.

***Name**

Last First Middle

Permanent Address

Street Apt.# PO Box #

City State Zip

Permanent Telephone () _____

Temporary Address

Street Apt.# PO Box #

City State Zip

Temporary Telephone () _____

Email Address _____

I hereby agree to follow the Summit County Library System Borrowing Policy, and to pay all eligible fines and fees charged to my account. Further, I agree to notify the library of any change of address, and of lost or stolen cards. I understand that violation of the borrowing policy, including failure to pay fines or to return materials, may result in the loss of borrowing privileges and/or security deposit. I further agree to pay all costs of collection, including court costs and reasonable attorney's fees, in the event that my account is turned over for collection.

***Signature** _____ **Date** _____

To be completed by staff: * _____ Staff _____

Proof of residence: _____ Expiration Date: _____ (6 months)

Attachment C

Summit County Library System
Solicitud de Tarjeta de Residente Temporal

Revisado 17 de marzo 2016

- Con la presentación de esta solicitud se requiere una identificación con fotografía que incluya su dirección física dentro del condado. Aceptamos las siguientes pruebas de residencia: la licencia de conducir de Utah vigente, contrato de arrendamiento, factura de pago de servicios públicos, el registro de su vehículo, registro de votantes, los Cheques personales con nombre y dirección impresos, tarjetas personales de presentación con dirección física y teléfono, Prueba escrita de Hipoteca.
- Cualquier persona que resida dentro de Summit County, como Visitante, y viva durante un tiempo limitado (hasta un máximo de seis meses) deberá pagar la suma no reembolsable de \$10.00 en EFECTIVO SOLAMENTE como depósito de seguridad para registrarse y obtener préstamos de los materiales de la biblioteca. Cuando la tarjeta de la biblioteca y todos los materiales sean devueltos en buenas condiciones, le será reembolsado el depósito con un cheque a su domicilio. Este proceso puede durar hasta tres semanas.
- El solicitante debe ser mayor de 18 años de edad o más.
- El límite de materiales disponibles para retirar de la biblioteca son diez (10) Unidades

Escriba en letra imprenta.

* Nombre _____

Apellido

Nombre (s)

Dirección Permanente _____

Calle

Apto#

PO Box #

Ciudad

Estado (Provincia)

Código postal

Teléfono Permanente (____) _____

Dirección Temporal _____

Calle

Apto#

PO Box #

Ciudad

Estado (Provincia)

Código postal

Teléfono Temporal (____) _____

Teléfono del Trabajo (____) _____

Correo electrónico (____) _____ Celular(____) _____

Estoy de acuerdo con las normas de Summit County Library System sus reglas de endeudamiento, y el pago de multas, cargos y las tasas cobradas a mi cuenta. Además, estoy en la obligación de notificar a la biblioteca cualquier cambio de dirección, y de la pérdida o el robo de la (s) tarjetas. Entiendo que la violación de la política de endeudamiento, incluida la falta de pago de multas o de los materiales para regresar, puede resultar en la pérdida de privilegios del préstamo y/o depósito de seguridad. Además, estoy de acuerdo en pagar todos los costos del cobro, incluyendo los costos de la corte y los honorarios de representación jurídica, en el caso de que mi cuenta es entregada para su recogida.

*Firma _____ Fecha _____

Espacio reservado para la Biblioteca: Tarjeta* _____ Empleado _____

Prueba de residencia: _____ Fecha de vencimiento: _____ (6 meses)

Adjunto C

**Summit County Library System Card Application
Non-Resident**

Revised Jul. 21, 2011

- When presenting this application you will be required to show photo identification that includes your physical address. Acceptable proof of residence must be one of the following: A current valid driver's license, lease agreement, utility bill, voter registration, checks with name and physical address imprinted, business cards with physical address & telephone, deed or mortgage.
- Applicant must be 18 years of age or older.
- An annual fee of \$25 is required with this application.
- Fee is waived for Non-Residents working in Summit County or with a valid library card from another jurisdiction with a Summit County Cooperative Agreement (Weber County, Morgan County, Davis County, Brigham City and Logan City). Proof of employment is required (pay stub or employer's statement).

Please print in ink.

***Name**

Last

First

Middle

Address

Street

Apt. #

P.O Box #

City

State

Zip

Telephone (____) _____

Email Address _____

Work Telephone (____) _____

Employer _____

Work Address _____

Please check and initial here if you would like your loan history kept. _____ **Initial**

I hereby agree to follow the Summit County Library System Borrowing Policy, and to pay all eligible fines and fees charged to my account. Further, I agree to notify the library of any change of address, and of lost or stolen cards. I understand that violation of the borrowing policy, including failure to pay fines or to return materials, may result in the loss of borrowing privileges. I further agree to pay all costs of collection, including court costs and reasonable attorney's fees, in the event that my account or the accounts of those listed above are turned over for collection.

***Signature** _____ **Date** _____

To be completed by staff: * _____ Staff _____

Proof of residence: _____ Proof of employment: _____

Other Library Card: _____

Fee waived for working in Summit County / other cooperative agreements

Attachment D

Summit County Library System
Solicitud de Tarjeta de No-Residente

Revisado 21 de julio 2011

- Con la presentación de esta solicitud se requiere una identificación con fotografía que incluya su dirección física dentro del condado. Aceptamos las siguientes pruebas de residencia: la licencia de conducir de Utah vigente, contrato de arrendamiento, factura de pago de servicios públicos, el registro de su vehículo, registro de votantes, los Cheques personales con nombre y dirección impresos, tarjetas personales de presentación con dirección física y teléfono, Prueba escrita de Hipoteca.
- Una cuota anual de \$25.00 con la presente solicitud.
- Tasa de renuncia para no residentes que trabajan en Summit County válida o con una tarjeta de la biblioteca de otra jurisdicción con un Acuerdo de Cooperación Summit County (Weber County, Morgan County, Davis County, Brigham City y Logan City). La Prueba de empleo es necesaria (de pago o declaración del empleador).

Escriba en letra de imprenta

Nombre _____

Apellido

Nombre(s)

Dirección _____

Calle

Apto#

PO Box #

Ciudad

Estado

Código postal

Teléfono (____) _____ Teléfono de trabajo (____) _____

Celular (____) _____

Empleador _____ Dirección del Trabajo _____

Correo electrónico _____

Le permite guardar un Historial del Préstamo _____ Sus Iniciales

Estoy de acuerdo con las normas de Summit County Library System sus reglas de endeudamiento, y el pago de multas, cargos y las tasas cobradas a mi cuenta. Además, estoy en la obligación de notificar a la biblioteca cualquier cambio de dirección, y de la pérdida o el robo de la (s) tarjetas. Entiendo que la violación de la política de endeudamiento, incluida la falta de pago de multas o de los materiales para regresar, puede resultar en la pérdida de privilegios del préstamo. Además, estoy de acuerdo en pagar todos los costos del cobro, incluyendo los costos de la corte y los honorarios de representación jurídica, en el caso de que mi cuenta o las cuentas de las enumeradas anteriormente son entregados para su recogida.

*Firma _____ Fecha _____

Espacio reservado para la Biblioteca:

Tarjeta # _____ Empleado _____

Prueba de residencia: _____ Prueba de Empleo: _____

Tarjetas de otras Bibliotecas: _____

Renuncia de costos para personas que trabajan en Summit County / otros acuerdos de cooperación.

Adjunto D