

## 4.2 Lending Policy

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Library cards are issued to anyone with proof of identification and proof of residence. Limitations and procedures for issuing cards are available from the Circulation Department. Each customer may have only one active library card.

Colorado residents and currently enrolled Front Range Community College students may receive a Poudre River Public Library District card regardless of age and without cost.

**The Library District offers two additional card types for special circumstances.**

- 1. Teacher cards. Teacher cards provide extended borrowing privileges to qualified educators.**
- 2. Limited cards. Limited cards provide limited borrowing privileges to children who are not able to secure a regular borrowing card and adults with photo identification who lack proof of current District residency.**

By receipt of a library card, the customer agrees to:

- Abide by all library policies and rules;
- Accept full responsibility for all items checked out on the card and all associated charges;
- Report loss of a card or change of address promptly.

To provide access to all customers, circulating library materials and resources are checked out for specified periods of time.

In accordance with Colorado Revised Statutes 24-90-119, the privacy of the individual library record is protected as follows:

Privacy of User Records

***Colorado Revised Statutes, 24-90-119, revised 2005***

1. Except as set forth in subsection (2) of this section, 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.
2. Records may be disclosed in the following instances:
  - a. When necessary for the reasonable operation of the library;
  - b. Upon written consent of the user;
  - c. Pursuant to subpoena, upon court order, or where otherwise required by law;
  - d. To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.

Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

All circulating materials are checked out at the Circulation Desk or at self-checkout machines.

Library materials must be returned to a District library or remote materials return.

Extended use fees are charged for overdue materials. Fees are also assessed for damaged or non-returned materials. The schedule of Extended Use Fees is detailed below. Refunds are made for lost items returned within sixty (60) days after payment.

An individual's library card will be blocked from use when fees reach a threshold of \$10 or more.

The Library may use the services of a collection agency.

Most library materials may be renewed.

Customers may request materials not owned by the Library through Interlibrary Loan (ILL and Prospector).

### **Extended Use Fees**

Books, cassettes, magazines, CDs, and kits	\$.10 per item/day, <i>\$5.00 limit per item</i>
Here & Now Collection (books & DVDs)	\$.25 per item/day Extended Use Fee, <i>\$10.00 limit per item</i>
Videos and DVDs	\$.25 per item/day, <i>\$5.00 limit per item</i>
Interlibrary Loan & Prospector	\$.25 per item/day
eReaders	\$1.00 per item/day, replacement costs
Lost materials	item cost + a \$10.00 processing fee
Damaged materials	up to item cost + a \$10.00 processing fee

**No extended use fees are charged on Children's and Teens' Materials**

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