



Carbon County Library System

Library Card Policy

A Carbon County Library System library card may be used at any of the eight locations in the county or at other WYLD libraries across the state. These libraries are listed in the WYLD CAT online catalog. Applications may be completed at all eight locations.

Cardholders agree to adhere to the Carbon County Library System's current set of Governing Policies.

Refer to the CCLS Circulation Policy for current fines and penalties. The library may impose such penalties as it deems necessary to ensure fair use of its services and to ensure the return of borrowed materials and payment of outstanding fines.

The CCLS recognizes the following library cards: Resident Cards, Non-Resident Cards, Institutional Cards, and WYLD Cards from other libraries in the state.

Resident Cards

Residents of Carbon County are eligible for a library card by filling out an application, and by providing a government issued photo ID and proof of current Carbon County residency.

A current driver's license will suffice for both. If the government issued photo ID does not show a current address, one of the following **current** items may be used as proof of residency:

Printed check, bank statement, bill received by mail, car registration, mortgage payment coupon or rent receipt, lease agreement, payroll check with printed address, other proof at director's discretion.

New cardholders have a two month probationary limit of ten items checked out at a time.

The probationary limit will be waived for WYLD Card members in good standing who obtain resident cards. After the two month probationary period, each resident card customer may have up to 50 items at a time.

Children 5-17 years of age must have the application form signed by a custodial parent or court-appointed legal guardian with a valid Carbon County Library Card. If the parent or guardian has no library card, then adult photo ID and proof of residency are required.

Children applying for a CCLS card whose parents have a card in good standing will be added as a regular customer. They will not have a probationary period.

Seasonal residents who have both a Carbon County residence and an out-of-state residence are eligible for a regular library card.

Application forms must be signed in person in the presence of library staff.

WYLD Cards

Wyoming customers who are not Carbon County residents may borrow materials from any Carbon County library location under the state “WYLD Card Policy” with the same checkout privileges as Carbon County residents. Under these policies, they must have a current valid WYLD library card from another library, be in good standing including fines under \$5.00, and must present the library card. Fines over \$5.00 must be paid to the library where the fines were incurred.

Non-Resident Cards

Applicants who do not have proof of Carbon County residency are eligible for a limit of two items checked out at a time with a \$25.00 deposit for a period of two months. Contact information is required. Library cards must be shown at the time of checkout. Upon surrender of the card, the return of all items in good condition, and all fines/fees paid, the deposit will be refunded.

Institutional Cards

Institutional cards may be issued to organizations located in Carbon County. The head of the organization must agree to be responsible for all use of the account and present a business card or nametag listing their title in addition to acceptable photo ID. The head of the organization is the Director, CEO, Principal, President, Chair, or organization leader.

The head of the organization is responsible for designating individuals allowed to use the account. Institutional card accounts have a limit of 75 items for a period of 30 days with one renewal.

Special Situations

Applicants who cannot meet the requirements for any of the above cards will have available Read & Return books until which time they can meet the requirements.

Exceptions to this policy may be made at the discretion of the Executive Director for residents living immediately outside Carbon County borders (i.e. Baroil, Wamsutter, and Craig) or who are not covered by this policy.