



Carbon County Library System

Library Card Policy

The purpose of this policy is to establish eligibility requirements, library card categories, borrowing privileges and to designate guidelines for using a CCLS Library card.

Carbon County library cards provide the cardholder the ability to check out library materials, place holds and Inter-Library Loan requests, and to access electronic and digital materials provided by the library system.

Carbon County library cards may be used at any of the seven branches within Carbon County or at any other library across Wyoming that participates in the WYLD Network.

A library card or valid proof of ID must be shown at the time of checkout.

Cardholders agree to adhere to the Carbon County Library System's current set of Governing Policies and to be financially responsible for any charges incurred with their library card.

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 charges or fees.

Patrons' records are held confidential by the CCLS in accordance with Wyoming Statute 16-4-203d. Confidential records and files shall not be made available to any individual, organization, entity, or any agency of federal, state, or local government except as required by law.

WYLD Network

As members of the Wyoming Library Database (WYLD) Consortium, the Carbon County Library System abides by the [WYLD Card Policy](#) and affirms to comply with its regulations.

Cardholders are allowed to borrow from any Wyoming library that participates in the consortium, regardless of residence, if they have a patron record in WYLD and a Wyoming library card in good standing.

Actual lending limits on numbers and types of materials will vary from library to library.

Carbon County Library System Library Cards

1. Resident Cards

Any resident of Carbon County is eligible to obtain a library card free of charge.

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

Exceptions to this policy may be made at the discretion of the Executive Director for applicants living immediately outside Carbon County borders (i.e. Baroil, Wamsutter, and Craig). Such applicants must designate a Carbon County Library Branch of their choice as their home library.

Library cards remain active for a period of 5 years; however, the cardholder's borrowing privileges expire yearly and must be renewed in person or over the phone by providing the library card number and verifying the account contact information.

Temporary Status: New resident cardholders have a two-month probationary period with restricted borrowing privileges. To receive full borrowing privileges and permanent patron status, temporary patrons must return to their home library at the end of the two-month period to confirm their account is in good standing.

The probationary period will be waived for existing WYLD Card patrons in good standing who apply for a resident card upon establishing Carbon County residency.

Requirements: To obtain a library card, individuals must meet the following criteria:

- a) Government issued photo ID
- b) Proof of current Carbon County residency

A current driver's license or state issued ID will suffice as proof of residence and photo ID. If the photo ID does not show a current address, one of the following **current** items may be used as proof of residence: Bank statement, utilities bill, car registration, mortgage payment, P.O. Box slip, rent receipt, lease agreement, payroll check with printed address.

- c) Completed application form.
- d) Current contact information (Name, address, phone number and/or e-mail).

Checkout privileges:

- Temporary status:
 - 1. Total of 10 checkouts to include a maximum of 2 DVDs and a maximum of 10 holds.
 - 2. Kits, Board games and equipment are excluded.
 - 3. ILL borrowing privileges
 - 4. Total of 10 digital checkouts and a maximum of 10 holds.
- Permanent status:
 - 1. Total of 50 checkouts to include a maximum of: 10 DVDs, 3 Board games, 1 Piece of equipment, 1 Kit (Pressure cuff, STEM, Cake pans), and a maximum of 10 holds.
 - 2. ILL borrowing privileges

3. Total of 10 digital checkouts and a maximum of 10 holds.

2. Resident Cards for Minors (5 to 17 years old):

All minors that reside in Carbon County are eligible to obtain a library card free of charge once they have turned 5 years of age.

Library cards remain active for a period of 5 years; however, the cardholder's borrowing privileges expire yearly and must be renewed in person by visiting their home library and updating their account.

Library employees do not act on behalf of parents/legal guardians, nor do they monitor, control or restrict what a minor child selects for reading, listening, viewing, and checking out. Parents/legal guardians are encouraged to accompany their child to the library to best exercise their parental responsibility to approve of their children's reading materials.

Temporary Status: New resident cardholders have a two-month probationary period with restricted borrowing privileges. To receive full borrowing privileges and permanent patron status, temporary patrons must return to their home library at the end of the two-month period to confirm their account is in good standing.

The probationary period will be waived for existing WYLD Card patrons in good standing who apply for a resident card upon establishing Carbon County residency.

Requirements: To obtain a library card, individuals must meet the following criteria:

- a) Be five years of age.
- b) Government issued photo ID of parent/ legal guardian.
- c) Proof of current Carbon County residency of parent/ legal guardian.

A current driver's license or state issued ID will suffice as proof of residence and photo ID. If the photo ID does not show a current address, one of the following **current** items may be used as proof of residence: Bank statement, utilities bill, car registration, mortgage payment, P.O. Box slip, rent receipt, lease agreement, payroll check with printed address.

- d) Completed application form.
- e) Current contact information of parent/legal guardian.
(Name, address, phone number and/or e-mail)

Checkout privileges:

- Temporary status:
 1. Total of 10 checkouts to include a maximum of 2 DVDs and a maximum of 10 holds.
 2. Kits, Board games and equipment are excluded.
 3. ILL borrowing privileges.
 4. Total of 10 digital checkouts and a maximum of 10 holds.
- Permanent status:
 1. Total of 50 checkouts to include a maximum of: 10 DVDs and a maximum of 10 holds.
 2. Kits, Board games and equipment are excluded.
 3. ILL borrowing privileges.
 4. Total of 10 digital checkouts and a maximum of 10 holds.

3. Guest Cards

Applicants who do not have proof of Carbon County residency are eligible for a Guest Card with limited borrowing privileges for a period of three months. The card will be automatically deactivated at the end of the three-month period. Individuals who return on a regular basis may apply for a new three-month guest period upon submitting payment of a new \$15.00 fee.

Requirements: To obtain a guest library card, individuals must meet the following criteria:

- a) Government issued photo ID
- b) Non-Refundable \$15.00 fee
- c) Completed application form.
- d) Current contact information (Name, address, phone number and/or e-mail).

Checkout privileges:

1. Total of 2 checkouts including a maximum of 2 DVDs and a maximum of 2 holds.
2. Kits, Board games and equipment are excluded.
3. ILL borrowing privileges are excluded.
4. Total of 10 digital checkouts and maximum of 10 holds.

4. Institutional Cards

Institutional cards may be issued to organizations located in Carbon County. The head of the organization/representative must agree to be responsible for the use of the account and payment of outstanding fines. The head of the organization is responsible for designating individuals allowed to use the account before the time of checkout.

Requirements: To obtain an institutional library card, Carbon County organizations must meet the following criteria:

- a) Government issued photo ID of institution representative
- b) Proof of representative's title such as business card or name tag.
- c) Completed application form.
- d) Current contact information (Name, address, phone number and/or e-mail).

Checkout privileges:

1. Total of 75 checkouts to include a maximum of: 10 DVDs, 3 Board games, 1 Piece of equipment, 1 Kit (Pressure cuff, STEM, Cake pans), and a maximum of 10 holds.
2. ILL borrowing privileges
3. Total of 10 digital checkouts and maximum of 10 holds.
4. Institutional library cardholders are only allowed one renewal on items checked out on their account.

Individuals who cannot meet the requirements for a library card will have available Read & Return books until such time as they can meet the requirements.