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## LIBRARY BORROWER'S POLICY

The **Isabelle Hunt Memorial Public Library** is committed to enhancing knowledge for all members of our community. We especially recognize our responsibility to serve as a welcoming place for all to discover the joy of reading and the value of libraries.

### OBTAINING A LIBRARY CARD:

#### **Resident Card**

1. Proof of physical address in Gila County
  - Driver's license or ID card w/physical address (& one of the following)
    - ✓ Voter registration card
    - ✓ Utility bill
    - ✓ Property tax statement
    - ✓ Lease or rental agreement (minimum 6 month agreement)

#### **Non-Resident Card**

2. Out-of-County residents
  - Driver's license or ID card
  - Refundable deposit of \$35.00 at time of registration (cash or check)
    - ✓ Deposit is refundable when all items are returned and outstanding fees are paid
    - ✓ Card holder has 1 year after expiration date to redeem deposit or will be forfeited
    - ✓ Refund will be by library check
  - Six (6) item limit

#### **Minor Card (18 and younger)**

3. Parent/Legal Guardian:
  - Must accompany their child when obtaining a library card
  - Has a Gila County Library card
  - Will be linked to their child's account
  - Are responsible for outstanding fines or fees
  - At time of registration, may limit type/s of materials that can be checked out

*Library will not censor choice of materials during check out*

### **General Information:**

- For liability reasons, you must have your Gila County library card or driver's license/ ID card to check out.
- Your library card may be loaned to other individuals of your choosing. You assume full responsibility for all fines and fees should they occur. Individual using another patron's card must present card prior to check out.

- Patrons may not check out books or materials until all overdue items are returned and fines or money owed (such as charges for lost books) are paid in full. Patrons may not use another patron or family member's card to check out books or materials when their own card has charges or overdue items against it.
- There is a check out limit of five (5) items on day of registration.
- All personal information from the registration form will be shredded once patron has been added to the Gila County Library District database. All personal information collected will be held in strict confidence and will not be shared, sold or rented to any individual, group or business. Only patron's signature will remain on file in the library.
- A lost, stolen or damaged card will gladly be replaced by library staff.
- **Hours of library:** Tuesday and Friday: 10:00 am – 5 pm, Wednesday: 10am - 4pm, Thursday: 10:00 am – 6 pm and Saturday: 10 am – 2 pm

#### **CIRCULATION:**

- DVDs can be checked out for seven (7) days, and are to be returned before closing time on date due. All other library materials can be checked out for a three (3) week period
- **Five (5) DVD limit per card**
- Materials can be renewed in person or online except new books and DVDs. Staff are able to renew TV Series (DVDs) on request.

#### **OVERDUES/FINES:**

- Audio/Visual materials will be assessed a fine of \$1.00 per day, with a maximum of \$10.00 per item. (Audiobooks & music CDs excluded.)
- No fines are assessed on other type of materials.
- Library privileges will be suspended until all fines, cost of item replacement and charges are paid.

An item three (3) weeks overdue is considered lost. The cost of the item, accrued fines and a processing fee of \$5.00 will be added to the patron's account when this occurs. A written notice will be mailed at this time, listing fees and/or fines due. If the item/s are returned prior to replacement only the processing fee and accrued fines will be charged. Items over 180 days late will be considered permanently lost.

#### **NOTIFICATIONS:**

##### **E-mail and/or Text**

Patrons will receive E-mail and/or text notifications for item/s on library account. Patrons should verify that their correct E-mail and/or text address are listed in their library record. Library staff will assist in updating E-mail and/or text addresses at the circulation desk or you can use the on-line library system.

##### **Should a patron not have an E-mail or text address?**

It is understood you will not receive any notifications regarding status of library account. Patron assumes all responsibility for returning items checked out.

#### **LOST or DAMAGED Materials**

Patrons will be charged a replacement cost for lost or damaged items.

*Updated: June 23, 2009, October 21, 2009, April 20, 2010, August 17, 2011, June 13, 2012, September 18, 2013, July 15, 2015, May 16, 2018, May 15, 2019, (Time change May 19, 2021) May 18, 2022, (Time change May 14, 2025)*

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