

SUMMIT COUNTY LIBRARY BORROWING POLICIES

WHO CAN USE THE LIBRARY?

Summit County Residents and Property Owners. Anyone living in the County, presenting acceptable identification, or anyone owning property in the County, presenting a property tax receipt and acceptable identification is entitled to a free library card.

Non-Residents Employed in Summit County. Anyone who does not reside in Summit County but who is permanently employed in Summit County may obtain a free library card by presenting a letter from his/her employer or an employee identification card documenting his/her employment in Summit County.

Colorado Library Card Holders. Anyone presenting a valid library card from a participating Colorado Library Card library may borrow Summit County Library materials subject to Summit County Library policies.

All Others. Anyone not falling within any of the above classifications may purchase a Guest Card for a non-refundable fee of \$10.00 (cash or check) and will be limited to checking out 4 items at a time.

WHAT IS ACCEPTABLE IDENTIFICATION?

1. Colorado driver's license with current local address
2. Summit County property tax receipt
3. Colorado vehicle registration with current local address
4. Rent receipt with current local address
5. Lease agreement with current local address
6. Local pay stub
7. Letter from employer (on letterhead) or employee identification card
8. Utility bill addressed to applicant at current local address
9. Bank book, check book, savings account book containing current local address
10. Applicant's name listed in current phone book white pages
11. Passport containing current local address
12. Voter registration containing current local address

Non-Acceptable:

1. Hunting, fishing license
2. Post office box receipt
3. W-2 form
4. CMC registration
5. Social Security card
6. General Delivery address

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WHERE CAN THE LIBRARY CARD BE USED?

- ◆ A Summit County Library card can be used at the Main Library in Frisco, the North Branch Library in Silverthorne, and the South Branch Library in Breckenridge.
- ◆ Materials borrowed from any of the three libraries may be returned to any of the three.
- ◆ Each library has an outdoor book drop to be used when the library is closed.
- ◆ Borrowers are limited to two items (at the discretion of the library staff) on their first visit.
- ◆ Materials not on a waiting list may be renewed by phone, in person, or online on the library web site as many as two times.

AGREEMENT

- ◆ I understand that all library materials except DVDs check out for **two weeks** and there is a one-week (7-day) grace period after the due date that entitles me to return materials without charge.
- ◆ I understand that materials returned after the grace period will be assessed a fine of **\$.25 per item per day from the original due date**. Maximum fines for these materials will be \$3.00 per item and \$2.00 per magazine.
- ◆ I understand that DVDs check out for **one week** and have **no grace period**. I understand that DVDs will be charged **one dollar (\$1.00) per each day overdue** with a maximum fine of \$5.00 per DVD.
- ◆ I understand that my library privileges may be revoked until overdue materials are returned and fines paid.
- ◆ I also understand that keeping materials overdue more than 30 days is in violation of Colorado law.
- ◆ I understand I will pay replacement cost and processing fee for any materials that I lose.
- ◆ I understand that my library card will be required to check out materials.
- ◆ I understand that my first library card is free and replacement cards cost \$2.50.
- ◆ I understand that including family members on my card allows all those family members access to the borrowing record.
- ◆ I understand that signing my Summit County Library card constitutes agreement to the above policies.

Revised and approved by the Summit County Library Board September 26, 2013

2/21/15