

Purpose of Policy

In support of the mission of the Logan Library to spark creation, exploration, and collaboration in our community, the library provides a variety of informational, educational, and recreational resources to our citizens. These resources are available for patrons to check out by using a Logan Library card. The library itself is a community resource to be enjoyed by all members of our community.

Eligible Patron – Library Cards

Free use of the resources of the Logan Library will be granted to patrons with an active library card on file at the Logan Library. Access to the library facility and in-house use of the resources will not be restricted to cardholders. Non-card holders, however, must comply with the library rules and regulations if they wish to use the available resources and facilities.

The presentation of an active library card is required to circulate library materials from the library or to access the Public Internet Computers. (Under certain criteria, patrons whose accounts are in good standing may be allowed to borrow materials and to utilize the public library computers if they do not have their library card with them.)

A library card is active if it is used at least once every three years and has no fees or fines over \$10.00. Any library card that is not used at least once every three years will be considered inactive and is removed from the library patron file approximately one year later unless it has been sent to collections for non-payment of library fines and fees.

All potential library patrons must complete a library application form and must comply with all the requirements in at least one of the following categories before receiving a library card.

- **Adult** - A patron must be eighteen years of age or older, a resident of the City of Logan, and present two forms of acceptable identification. One form must have their current Logan address imprinted on it. Electronic proof of their address is also acceptable.
- **Minor** - A patron under eighteen years of age, but age five or older, who is a resident of the City of Logan, whose parent or guardian agrees to be responsible and co-signs the application, and either the applicant or the parent/guardian presents two forms of acceptable identification. The parent's library card can be used as one of the forms of identification.
- **Summer Residents** - A patron whose permanent address is outside of Cache County but maintains a temporary residence for at least three months of the year in the City of Logan, is eighteen years of age or older, and presents one form of acceptable

identification with their permanent address imprinted on it and one form of identification verifying their temporary residence.

- **Business** - A library card may be issued in the name of a business when the office of the business resides within the limits of the City of Logan. An active City of Logan business license is required along with one form of identification indicating the name of the authorized employee who is applying for the card in the name of the business.
- **Property Owner** - A library card may be issued to an individual who owns real property located within the limits of the City of Logan. The applicant must show ownership of the property in their name and one form of identification verifying the applicant's home address. All members of the immediate family (over age five) of the property owner, living at the same address as the property owner, are each entitled to a library card.
- **Temporary Limited Access** – A library card may be issued to a transient person. This card will allow public internet access to adults and limited usage of library materials. Each card will allow for 3 checkouts.
- **Non-Resident** - A library card may be sold to a non-resident of the City of Logan at the rate of \$42.00 for 3 months or \$163.00 for 1 year. The applicant must show identification verifying their address. All members of the immediate family (over age five) of the purchased card owner, living at the same address as the card owner, are each entitled to a library card. Exceptions to this policy may be made by the director of the library if upon review of the application in question the director can justify the exception in accordance with the general intent of the total Public Services Policy.

Library patrons will be responsible for updating all personal information related to their library patron card (i.e. name changes, address, telephone, etc.) Library patrons are also responsible for reporting to the library if their card ever becomes lost or stolen. Any items charged to the library card prior to it being reported as lost or stolen will remain on the patron's account until the items are returned and all fines and charges are resolved to the satisfaction of the library.

Library patrons (over 18) whose accounts are in good standing and who do not have their library card with them may borrow materials and utilize the public computers under the following criteria:

- They may only charge items to their own account (not another family member's account).
- They must show a government issued form of photo ID of themselves.
- They must verbally confirm their address as shown on their account.

- They must verbally confirm their birthday as shown on their account.

Library patrons under the age of 18 who do not have their cards with them whose accounts are in good standing may borrow materials and utilize the public computers under the following criteria:

- The child must be present.
- They may only charge items to their own account (not another family member's account).
- Their parent or guardian must show the library card or government issued id belonging to the parent.
- The address for the patron must match the parents/legal guardian's address.
- The child or parent must verbally confirm their address as shown on their account.
- The child or parent must verbally confirm their birthday as shown on their account.

Patron Responsibilities

The patron, who is the library cardholder, is responsible for the care and return of materials checked out from the library. Parents or legal guardians are responsible for materials checked out by minors in their care.

The library is under no obligation to notify patrons of overdue library materials. As a courtesy, however, the library will send electronic or written notices of overdue items to patrons as the time and resources of the library permit.

Patrons are responsible to maintain the library materials they check out of the library in reasonable condition during the time that they have the library materials in their possession. Reasonable condition is defined as normal wear and usage of library materials. Patrons who intentionally write upon, injure, deface, tear, cut, mutilate, destroy, or otherwise damage library materials will be billed for the replacement cost of the item.

If a patron checks out an item and then loses it or does not return the item within twenty-one (21) days after the date due, they will be billed the replacement cost of the item. Refunds may be given for lost items that may be found up to one year later by the patron. The processing fee is non-refundable.

A patron who keeps an item until it is more than one month overdue will be subject to legal action from the library to recover the overdue item or the replacement cost of the item. The normal legal procedure the library will use to recover library property will be to refer the patron's account to a collection agency. Any service fee charged to the library by the collection agency will be added to the delinquent patron's amount owed to the library.

Collection Checkout Limits

All general items in the collection will be circulated for period of three weeks (21 days) to eligible patrons, unless otherwise noted below.

- The Reference and Local History is for in-house use only and will not circulate.
- The Local History closed collection will be available to patrons by request only and will not circulate.

The number of items that may be circulated at the same time on one library card shall be 50 items total. The director of the library may impose additional restrictions, however, if there is a limited number of resources available or if there is excessive demand being placed on a particular item or collection of items.

Patrons will be allowed to renew items for up to two consecutive times after the initial check-out if no other patrons have requested the item.

Hours of Operation and Holidays

The hours the Logan Library will be open to the public are:

- Monday through Thursday 10:00 A.M. to 9:00 P.M.
- Friday 10:00 A.M. to 6:00 P.M.
- Saturday 1:00 PM to 6:00 PM

The library will be closed on the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Pioneer Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Day

Public notice of these days of closure will be provided at least one week in advance.

Holidays falling on Sunday are observed on the following Monday.

- When holidays fall on Friday, Saturday, Sunday, or Monday, the director will determine which day or days to close.

- Such holidays will be New Year's Day, Independence Day, Pioneer Day, Veteran's Day and Christmas Day.

Closing the library because of bad weather or other major problems will be the determination of the director.

Other pre-determined days of closure may occur for various reasons (i.e. staff development training, remodeling or construction projects); however, in each such case, the library director will consult with the library board in advance to seek the board's approval of the planned closure.

Privacy in the Library

It is not the practice or policy of the Logan Library to track how individual patrons use the library. Any inquiries into whether a particular patron is currently in the library or has been in the library should be referred to library administration (librarian in charge) for consideration. Any inquiries into a patron's usage of the library must be referred to library administration for consideration.

Library administration will err on the side of privacy of the patron when determining what, if any information to share regarding a patron's use of the library.

Library administration will always strive to cooperate with law enforcement personnel making inquiries; however, law enforcement will be expected and required to follow due process of the law on their part before any private information regarding a patron's use of the library is divulged.

All library employees should feel empowered to use their best judgment to answer questions, cooperate with law enforcement personnel and contact law enforcement if a situation appears to be or obviously is an emergency or places another person(s) in harm's way or imminent danger.

Emergencies/Unusual Situations Policy Statement (additional existing policy – add here?)

Logan Library Approved 13 April 1999

- Emergencies are unforeseen circumstances that generally call for immediate action. When an emergency of any kind occurs anywhere in the library, the number one concern is to protect and preserve human life. The secondary concern is to protect and preserve the collections and equipment used to provide library services. When emergency circumstances

require that service to the public be interrupted, restoration of public library service should occur as soon as the building can be safely occupied.

- It is the policy of the library to follow the Emergency Action Plan for the building as established by the City of Logan in dealing with all major emergencies.

Approved: 18 April 2000

DRAFT October 2024

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