

### 3. BORROWER POLICY

#### 3.1 Purpose

The purpose of the Borrower Policy is to establish guidelines for the registration of library patrons. The library is committed to providing excellent services and high-quality resources to the residents of Wasatch County. To fulfill this commitment, the library issues library cards free of charge to residents of Wasatch County, which is the area taxed for the support of the library.

##### 3.1.1 Confidentiality

The library upholds the patron's right to privacy and confidentiality with respect to information sought or received and resources consulted or borrowed. Therefore, library records that link a patron's name with resources in the library shall be treated as confidential. Such records may be disclosed in the following instance:

- When necessary for the reasonable operation of the library.
- Upon written consent of the user.
- Pursuant to a subpoena, upon court order, or when otherwise required by law.

#### 3.2 Library Cards

##### 3.2.1 Individual Library Cards

Individuals may have only one card at a time.

##### 3.2.2 Library Card Types

The Wasatch County Library has ~~four~~ three types of cards for different purposes as follows:

Card Type	Total Items Out at a Time	Limits
Regular	100	N/A
Visitor	3	N/A
Institutional	100	N/A
Online	0 (None)	Only valid for Internet access and online resources

##### 3.2.3 Regular Card

Patrons with a Regular Card may check out or have up to 100 items at a time in their account. Internet access at the library is granted. Access to premium online resources is granted.

##### 3.2.4 Visitor Card

Patrons visiting Wasatch County in person and staying temporarily in a family or friend's residence, a motel, hotel, or campground may apply for a Visitor Card with a 4-week expiration date by presenting evidence of identity consistent with policy 3.3.

Patrons with a Visitor Card may check out or have up to 3 items at a time in their account. Internet access at the library is granted. Access to premium online resources is granted.

### 3.2.5 Institutional Card

Businesses, nonprofit organizations, educational institutions, and government agencies within Wasatch County may apply for an Institutional Card by filling out the *Institutional Library Card Agreement* form and presenting a letter from the Director, Principal, or Head of the institution acknowledging the request. These groups agree to be responsible for all items checked out by anyone using the Institutional Card and all charges incurred until the library receives written notice of loss or theft. Organizations outside of Wasatch County may apply for an Institutional Card by paying the non-resident fee. The Institutional Card must be renewed annually.

The limits on the number of items and the checkout periods may be adjusted on a case-by-case basis at the discretion of library staff. Internet access at the library is granted. Access to premium online resources is granted.

### 3.2.6 Online Card

~~Online Cards provide access to the library's public computers and premium online resources but have no borrowing privileges for physical materials. There are no fees or residency requirements to obtain an Online Card. Online Cards expire after one year but may be renewed as needed.~~

## 3.3 Applying for Library Cards

Individuals 18 years of age and older residing within Wasatch County may apply for a library card by presenting a photo identification (ID). There is no application form.

Children under 18 years of age may obtain a library card by having a parent or legal guardian present. The parent or legal guardian agrees to be the guarantor and provides the necessary identification.

If a child desiring a library card is not accompanied by a parent or legal guardian, library staff may send home with the child a Library Card Agreement Form for the parent's or legal guardian's authorization, identification information, and signature. Children returning with a completed application may be issued a Regular Card. The child must be present to obtain the card.

### 3.3.1 Library Cards for Non-County Residents

Individuals residing outside of Wasatch County may obtain a library card by paying the non-county resident fee of \$50 per year or \$5 per month.

## 3.4 Special Circumstances

### 3.4.1 Wasatch County School District Students

A child under the age of 18 who does not live in Wasatch County but is currently attending a school in the Wasatch County School District, may apply for a Regular Library card following the policy 3.3. Applying for Library Cards. The non-county resident fee will be waived.

### 3.4.2 Children in Foster Care

The library recognizes the unique circumstances of children in the foster care system and the importance of extending borrowing privileges to these children without placing an undue burden on their foster parents. Children in foster care may receive a Regular Card without requiring that foster parents assume financial liability. To receive this benefit, foster parents must provide documentation verifying the minor's

status as a foster child. Foster parents are permitted to know what items are checked out on their foster child's card and should make every effort to return materials to the library on time. Foster parents should not use the card for their personal use. The library assumes financial liability for any charges and reserves the right to limit or temporarily suspend borrowing privileges if an individual accrues excessive charges.

### **3.4.3 Wasatch County Property Owners**

Wasatch County property owners who are not residents may obtain a library card by providing proof of personal ownership, such as a current tax bill, in addition to acceptable evidence of identity as defined in policy 3.3. The card will expire the same month and day of the following year. To renew their card, patrons must bring in the current tax bill each year.

### **3.4.4 Wasatch County Business Owners**

Wasatch County business owners who are not county residents may obtain an individual library card by providing proof of personal business ownership within Wasatch County, such as a current business or operating license, in addition to acceptable evidence of identity as defined in policy 3.3. The card will expire on the same month and day of the following year. To renew their card, patrons must bring their current business or operating license each year.

### **3.4.5 Individuals with Temporary Addresses**

Patrons in a temporary residence such as a motel, hotel, shelter, halfway house, or other non-permanent residence may apply for a Visitor Card with a 4-week expiration date if they present evidence of identity consistent with policy 3.3. General Delivery is not accepted as an address. Patrons without a permanent residence when the card expires will be granted an extension of borrowing privileges upon request.

## **3.5 Borrower Responsibilities**

Staff will verbally explain the privileges and responsibilities of the library card. This will include what to do about name, address, and telephone number changes and what to do if the card is lost. Staff will explain that all items checked out on the card are the cardholder's responsibility until the Library officially receives a notice of loss, theft, or misuse of the card. Accepting a library card means agreeing to obey the rules and regulations of the library and accepting responsibility for all charges incurred. A parent or legal guardian receiving a card for a minor is giving their child consent to check out any circulating materials. Children's reading, viewing, and listening activities are the responsibility of their parents or legal guardians, who ultimately guide and oversee their child's development. Possession and use of a library card signify an agreement to be bound by the policies and procedures of the library.

## **3.6 Renewing an Expired Card**

To renew an expired card, the patron must present the library card and evidence of identity as defined in policy 3.3.

## **3.7 Replacement Cards**

Replacement of worn or lost library cards is done without assessing any charge.

## **3.8 Reciprocal Borrowing**

The Wasatch County Library may enter into special agreements of service with other libraries in Utah in order to facilitate the exchange of resources and enhance access to library materials for the residents of Wasatch County.

### 3.9 Institutional Card Agreement Form

DATE OF APPLICATION		
NAME OF INSTITUTION		
ADDRESS		
CITY, STATE, ZIP		
NAME OF DIRECTOR, PRINCIPAL OR HEAD OF THE INSTITUTION		
PRIMARY CONTACT FOR INSTITUTIONAL LIBRARY CARD		
PHONE OF PRIMARY CONTACT		
EMAIL OF PRIMARY CONTACT		
SECONDARY CONTACT FOR INSTITUTIONAL LIBRARY CARD		
PHONE OF SECONDARY CONTACT		
EMAIL OF SECONDARY CONTACT		
TYPE OF INSTITUTION: <input type="checkbox"/> Government Agency <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Educational Institution <input type="checkbox"/> Business		
DESCRIPTION OF INSTITUTION'S MISSION, GOALS, ACTIVITIES		
<p>ACCEPTANCE OF RESPONSIBILITY</p> <ul style="list-style-type: none"> <li>• The Institution will be responsible for all materials checked out on this card, including materials checked out by others with or without the consent of the Institution, unless the card has been reported lost.</li> <li>• The Institution will report a lost or stolen card, or any change of information (name of contacts, address, phone, email) immediately.</li> <li>• The Institution understands that the library provides access to a broad range of materials and that it is the responsibility of the user of this card to judge for themselves what resources are appropriate for their use.</li> <li>• The Institution understands that abuse of this card may result in the termination of all borrowing privileges.</li> <li>• The users of this card will comply with all library rules and policies.</li> </ul>		
NAME (PLEASE PRINT)	SIGNATURE	DATE

<b>FOR LIBRARY USE</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date Received:
	Reviewed By:	Letter Sent: <span style="float: right;">Renewal Date:</span>

### 3.10 Wasatch County Library Card Agreement Form

ENGLISH	DATE OF APPLICATION		
	NAME OF INDIVIDUAL RECEIVING THE CARD		
	ADDRESS		
	CITY, STATE, ZIP		
	GUARANTOR NAME (IF INDIVIDUAL RECEIVING THE CARD IS A MINOR)		
	PHONE OF PRIMARY CONTACT		
	EMAIL OF PRIMARY CONTACT		
	ACCEPTANCE OF RESPONSIBILITY OF INDIVIDUAL RECEIVING THE CARD		
	<ul style="list-style-type: none"> <li>By signing this agreement, I accept responsibility for all materials borrowed on this account, for informing the library of address changes, and for immediately reporting the loss of the card.</li> </ul>		
	NAME (PLEASE PRINT)	SIGNATURE	DATE
GUARANTOR ACCEPTANCE OF RESPONSIBILITY (IF INDIVIDUAL RECEIVING THE CARD IS A MINOR)			
By signing this agreement:			
<ul style="list-style-type: none"> <li>I authorize the Wasatch County Library to issue a library card to the minor named above.</li> <li>I accept responsibility for all materials borrowed on this account, for informing the library of address changes, and for immediately reporting the loss of the card.</li> </ul>			
NAME (PLEASE PRINT)	SIGNATURE	DATE	

ESPAÑOL	FECHA DE SOLICITUD		
	NOMBRE DE LA PERSONA SOLICITANDO LA CREDENCIAL DE LA BIBLIOTECA		
	DIRECCIÓN		
	CIUDAD, ESTADO, CÓDIGO POSTAL		
	NOMBRE DEL PADRE O TUTOR (SI LA PERSONA SOLICITANDO LA CREDENCIAL ES MENOR DE EDAD)		
	TELÉFONO		
	CORREO ELECTRÓNICO (EMAIL)		
	RESPONSABILIDAD DE LA PERSONA QUE RECIBE LA TARJETA		
	<ul style="list-style-type: none"> <li>Al firmar esta solicitud, acepto la responsabilidad de todos los materiales prestados en esta cuenta, por informar a la biblioteca de los cambios de dirección y por informar inmediatamente de la pérdida de la tarjeta.</li> </ul>		
	NOMBRE	FIRMA	FECHA
RESPONSABILIDAD DEL PADRE O TUTOR (SI LA PERSONA SOLICITANDO LA CREDENCIAL ES MENOR DE EDAD)			
Al firmar esta solicitud:			
<ul style="list-style-type: none"> <li>Autorizo a Wasatch County Library a darle una credencial de la biblioteca al menor de edad nombrado anteriormente.</li> <li>Acepto la responsabilidad de todos los materiales prestados en esta cuenta, por informar a la biblioteca de los cambios de dirección y por informar inmediatamente de la pérdida de la tarjeta.</li> </ul>			
NOMBRE	FIRMA	FECHA	

<b>FOR LIBRARY USE</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		Date Received:
	Reviewed By:	Letter Sent:	Renewal Date:

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*APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 25th day of October 2019*  
*APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 13th day of February 2020*  
*APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 10th day of April 2020*  
*APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD the 13th day of November 2020*  
*APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD on 04/21/2023*  
*APPROVED and ADOPTED by WASATCH COUNTY LIBRARY BOARD on \_\_\_\_\_*

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