



Uintah County Library Account and Card Policy

POLICY STATEMENT

The Uintah County Library (UCL) affirms the fundamental right of all people to access library materials and services. The UCL upholds the principles of intellectual freedom, ensuring equitable access regardless of age, origin, background, or views.

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APPLICABLE POLICIES

All patron accounts are subject to the following policies:

- Borrowing Privileges Policy
- Fee Policy
- Public Internet and Computer Access Policy
- Patron Information Confidentiality Policy
- Uintah County Code – Chapter 3.30 – County Fee Schedule

PRIVACY STATEMENT

Uintah County Library is committed to protecting the privacy and confidentiality of patron records. Staff members and volunteers shall make every legal and appropriate effort to protect information about library patrons, their requests for information and materials, the online sites and resources they access, and their lending transactions. For more information, see the *Patron Information Confidentiality Policy*.

REGISTRATION STATEMENT

The following statement will be included on the registration form for the patron's information and acceptance:

I agree to be responsible for account activity in the above name, including items borrowed with my card, with or without my consent, unless I have previously reported the loss of my card. I promise to comply with all Library rules and policies, both current and future, and to give prompt notice of a change of address or loss of a library card.

DEFINITIONS

Library Account: Refers to records in the borrower database.

Library Card: Refers to those instances where a library card is issued.

Library Account types:

- Full-Access Adult Resident – T-Rex Card
- Full-Access Juvenile Resident – Stegosaurus Card
- 3-Checkout Card – Triceratops Card
- Duchesne County
- Limited Use – Velociraptor Card
- Full-Access Paid – Pterodactyl Card
- Pending Registration Status – Dinosaur Egg

Transient workers: An individual who moves from job to job, maintains no fixed address, and is not associated with any particular business locality.

Seasonal visitor: An individual who visits a location regularly for a specific period each year, usually spanning several months or even the entire “season.”

1. GENERAL ACCOUNT RULES

1.1. The following rules apply to every account, regardless of type.

- 1.2. Patrons are encouraged to present their card to borrow materials or access public computers, but it is not required.
 - 1.2.1. If the card is not present but the patron has the card number and PIN, they may use self-checkout or present a photo ID to staff for assistance.
- 1.3. Accounts must be renewed when they expire, and patron contact information must be verified. (See Section 10.)
- 1.4. Library accounts are issued to individuals, not businesses, rest homes, schools, etc.
- 1.5. The library acknowledges an individual's First Amendment rights and limits restrictions based on content or format. All account types provide equal access to:
 - Public computers and wireless access
 - Library programs and services
 - Print materials
 - 1.5.1. All Internet access is filtered in accordance with Utah State Law. (See U.C.A. § 9-7-215 (2) (a) (i).)
 - 1.5.2. See the *Borrowing Privileges Policy* for a full list of account types and associated privileges.
- 1.6. Library accounts are suspended when the ten-dollar maximum fee threshold is exceeded.
 - 1.6.1. Staff may assist with checkout if the account is suspended due to material-related fees under \$50.00.
 - 1.6.2. Fees over \$50.00 will need to be settled before patrons can use their account (*Fee Policy, Section 4*).
- 1.7. Library privileges may be suspended for failure to comply with library policies.

2. FULL-ACCESS ADULT – T-Rex Account

- 2.1. Residents of the Uintah County taxing area are eligible to have a full-access T-Rex Account under the following conditions:
- 2.2. Adults aged 18 and over must be able to prove identification and residency to receive a library card. The name on the library card application must match the name on the proof of identification and residency.
 - 2.2.1. The preferred proof of identification and residency consists of a valid Utah driver's license, valid Utah ID card, or Driving Privilege Card with the current address listed.

OR

- 2.2.2. A current government-issued picture identification such as a passport, Permanent Resident card, military, or the Matricula Consular ID may also serve as proof of identification.

AND

- 2.2.3. ONE of the following, either in paper or electronic form and with the name and address printed or listed for proof of residency:
- Utility or cell phone bill issued within the last 60 days
 - Lease Agreement
 - Mortgage papers
 - Current paycheck stub
 - Property Tax notice
 - Government-issued correspondence
 - Enrollment form for medical services or a hospital/doctor's bill
- 2.2.4. Proof of residency must include the applicant's physical address. Post Office box numbers are not acceptable proof of residence and may be used only as a mailing address.
- 2.3. The T-Rex Account can be used to check out materials, access online databases, access filtered or unfiltered Internet access, and filtered wireless access.
- 2.3.1. Adults may request unfiltered access to the Internet, but they must use public library computers and agree to use full access for lawful research purposes. (See *Public Internet and Computer Access Policy*.)
- 2.4. Any legally incapacitated adult must have a legal guardian agree to act as a responsible party for a card to be issued. Documentation of guardianship must be provided.
- 2.5. Emancipated minor means a juvenile under the age of 18 who has become emancipated by order of a court or through marriage. (See Utah Administrative Code Rule R277-616-1)
- 2.5.1. Emancipated minors do not need guardian signatures to receive library cards and are eligible for T-Rex Accounts.
- 2.5.2. Proof of emancipated status must be shown. Such proof may include a marriage certificate, a legally executed lease, court documents, or other similar proof.
- 2.5.3. Emancipated minors are subject to all regulations governing adult library account holders set forth in this section.
- 2.6. No adult patron may have more than one active full-access library account.

2.7. T-Rex Accounts must be renewed every two (2) years.

3. FULL-ACCESS JUVENILE – Stegosaurus Account

3.1. Patrons under the age of 18 are eligible for a Stegosaurus Account with identification of a responsible adult and proof of residency (see Section 2.2).

3.1.1. The responsible adult must be present to open a Stegosaurus Account.

3.1.2. If the responsible adult has a library account, it must be in good standing (under the maximum ten-dollar fee threshold allowed before suspending service) for a juvenile to receive a full-access card. (See Section 1.6 and *Fee Policy*.)

3.1.3. If multiple adults request access to a Stegosaurus, the responsible adult account owner will be listed first in the parent/guardian section. They will need to approve access for a second guarantor and accept responsibility for activity on the card. (See Registration Statement.)

3.1.4. The second name listed in the parent/guardian section will have access to the Stegosaurus Account, but is not considered the responsible adult account owner of the account.

3.2. Juvenile accounts are restricted from:

- R-rated and TV-MA DVDs and Blu-rays
- Non-rated foreign entertainment DVDs and Blu-rays
- Video games with mature content ratings
- Playaway tablets
- Library of Things

3.3. The responsible adult signing for a Stegosaurus Account and the associated card assumes full responsibility for the juvenile's use of the card, including monitoring or restricting their juvenile's access to library materials. The library cannot guarantee that restricted items will never be checked out on a Stegosaurus Account or that juveniles will not check out materials that the responsible adult may not find appropriate.

3.4. A second library account may be issued to a juvenile if:

3.4.1. A divorced parent resident requires that they must maintain separate library accounts for the juvenile(s) and are willing to accept full, separate financial responsibility;

3.4.2. Another adult Uintah County resident is willing to accept responsibility for the juvenile going forward but will not clear fees from the juvenile's existing account.

3.5. No juvenile may have more than **two** active full-access library accounts.

- 3.6. When a juvenile with an existing account(s) turns 18, they will need to select one library account to maintain as an adult.
- 3.6.1. If the account has outstanding fees predating their eighteenth birthday, the new adult may elect to pay outstanding charges. However, the fees are legally the responsibility of the responsible adult owner of the juvenile account.
- 3.6.2. If the new adult does not wish to pay charges on existing accounts, they may register for a new library account in their own name. Charges remaining will be remitted to the responsible adult owner.
- 3.7. Stegosaurus Accounts must be renewed every two (2) years.

4. 3-ITEM ACCOUNT – Triceratops Account

- 4.1. Generalities of the Triceratops Account
- 4.1.1. A Triceratops Account can be used to check out three (3) physical items at one time.
- 4.1.2. Triceratops Accounts must be renewed every two (2) years.
- 4.2. People experiencing housing insecurity or homelessness may sign up for a Triceratops Account and have all the borrowing privileges associated with that account.
- 4.2.1. Adult patrons opting for a Triceratops Account may not have another active full-service T-Rex Account.
- 4.3. Juveniles ages 0 to 17 who are unaccompanied by a responsible adult may sign up for a Triceratops Account.
- 4.3.1. The patron or staff will fill out an application with name, address, birth date, phone number, and email (if available).
- 4.3.2. If a juvenile patron opts for a Triceratops Account, they may not have another active full-service Stegosaurus Account. An exception may be made in the case of two guardians or if the juvenile's full-service Stegosaurus Account is not active due to fees over \$10. A new Triceratops Account may be created.
- 4.3.3. Triceratops Accounts associated with juveniles are not sent to collections.
- 4.3.4. Triceratops Accounts associated with juveniles are restricted from:
- R-rated and TV-MA DVDs and Blu-rays
 - Non-rated foreign entertainment DVDs and Blu-rays
 - Video games with mature content ratings
 - Playaway tablets

- Library of Things

4.3.5. The library cannot guarantee that restricted items will never be checked out on a Triceratops Account or that juveniles will not check out materials that their parent or guardian may not find appropriate.

4.3.6. When a juvenile with a Triceratops Account turns 18, a new account will be established, and any lost items and fees predating the eighteenth birthday will be waived.

4.3.7. A parent or guardian may contact the library and have a Triceratops Account revoked.

5. DUCHESNE COUNTY, UT RESIDENT ACCOUNT

5.1. By special reciprocal borrowing agreements of involved Library Boards, inhabitants of Duchesne County are eligible for basic library privileges. The Duchesne County Library card has access to all physical circulating items at Uintah County Library. Duchesne County residents are under the same rules and regulations as Uintah County inhabitants.

5.2. Duchesne County residents must set up their account through the Duchesne County Library System. Uintah County Library can only provide replacement cards.

5.3. Duchesne County Library Card access:

- Access is limited to physical circulating items only
- No access to e-content
- No large room reservation privileges
- Maximum of 24 items checked out at one time
- Standard loan periods apply

5.4. Pterodactyl Card (Subscription Option):

- Available for subscription by Duchesne County residents
- Includes access to all library services, including e-content and meeting rooms
- Maximum of 24 items checked out at one time
- Requires proof of current residency at renewal
- Fee set by the Library Board (see *Fee Schedule*)
- See Section 8 – Full-Access Subscription – Pterodactyl Account

6. LIMITED ACCESS – Velociraptor Account

6.1. Transient workers, seasonal visitors, and residents of qualifying counties are eligible for a limited access account, or Velociraptor Account, with Uintah County Library.

6.1.1. Residents of the following counties may obtain a library card with proof of identification and residency (see Section 2.2):

- Daggett County, UT
- Moffat County, CO
- Rio Blanco County, CO

6.1.2. Transient workers may obtain a library card with a letter of employment.

6.1.3. Long-term seasonal visitors may obtain a library card with presentation of one of the following or an adjacent contract or agreement:

- Long-term rental contract
- KOA or other campsite agreement
- Raft, raft equipment, or other large equipment agreement

6.2. A Velociraptor Account provides the following limited access to resources:

- Access is limited to physical circulating items only
- No access to e-content
- No meeting room reservation privileges
- Maximum of 10 items checked out at one time
- Standard loan periods apply
- Must be renewed annually

6.3. Full access to all library resources, including e-content and meeting room privileges, requires a subscription for a Pterodactyl Account (see Section 8).

7. PENDING REGISTRATION STATUS – Dinosaur Egg

7.1. When patrons register for a library card online, they will be listed as Pending Registration until proof of identification and residency are presented at the library. This status expires within 90 days. Upon presentation, the patron's account will be changed to the appropriate account type and a physical card will be issued.

7.2. Pending registration status restricts the patron from borrowing privileges until the terms of a library card can be met.

7.3. Local residency must be established to claim resident status. (See Section 2.2)

8. FULL-ACCESS SUBSCRIPTION – Pterodactyl Account

8.1. Non-inhabitants of Uintah County, UT; Duchesne County, UT; Daggett County, UT; Moffat County, CO; and Rio Blanco County, CO must subscribe for a full-access Pterodactyl Account to borrow library materials. (See the *Fee Policy*.)

- 8.2.** Account subscriptions are available for a period of one month, three months, six months, or one year.
- 8.2.1.** The fee for these accounts is listed on the fee schedule in the *Fee Policy*.
- 8.2.2.** Non-resident account fees are non-refundable.
- 8.3.** Pterodactyl Accounts are not transferable.
- 8.3.1.** Other immediate members at the same address may add additional account subscriptions at a reduced cost, listed on the fee schedule in the *Fee Policy*.
- 8.3.2.** The expiration date for additional accounts will be the same as the original non-resident account's expiration date.
- 8.4.** Accounts must be renewed when they expire, and patron contact information must be verified.
- 8.5.** A Pterodactyl Account provides full access to the following:
- Available for subscription by all residents in the United States
 - Includes access to all library services, including e-content and meeting rooms
 - Maximum of 24 items checked out at one time
 - Standard loan periods apply
 - Requires proof of current residency at renewal
- 8.6.** All library rules and regulations apply to non-residents.
- 8.7.** Exceptions for non-residents include the following:
- 8.7.1.** Non-residents who own property in Uintah County may establish resident status by presenting a current Uintah County property tax notice to be eligible for a library account under resident status. (See Section 2.2)
- 8.7.1.1.** This applies to all members of the household.
- 8.7.2.** Renters residing in Uintah County are considered inhabitants and are eligible for a library account by meeting the conditions of the Library Account and Card Policy, Section 2.
- 8.7.3.** Uintah County employees contracted to work for Uintah County and who live outside of Uintah County may present their Uintah County badge to receive a waiver of the non-resident fee. These will expire annually to verify current employment with the County.
- 8.7.3.1.** This applies to the County employee only.

8.7.4. Upon retiring from Uintah County Library, employees who are vested in the County's retirement system are eligible for a T-Rex Account, and non-resident fees are waived if they move out of the County.

8.7.4.1. This applies to the retired Uintah County Library employee only.

9. LOST CARDS – Fossils

9.1. Any patron whose card is lost must immediately report its loss and change the PIN number on the account.

9.1.1. Failure to report loss and change the PIN will maintain the patron's liability for any materials checked out on the card until the report is made.

9.2. Reports of lost cards will immediately be entered into the patron's account along with staff initials and the date of being reported.

9.3. Anyone using a card that has been reported lost must forfeit the card.

9.3.1. If the person using the card is the former card holder, the account may be reactivated from a "lost" status once the patron's identification has been verified.

9.3.2. If the person using the "lost" card is not an authorized user, the card is presumed stolen. The person will be subject to seizure of the card and possible prosecution for attempted library theft.

9.4. Materials will not be checked out on cards that have been reported lost.

9.4.1. If the library allows a card to be used after it has been reported lost, patrons are not liable for such use.

10. EXPIRED ACCOUNTS – Extinct

10.1. Non-resident accounts expire at the end of the paid period. (See *Fee Schedule*.)

10.2. Library accounts may be renewed upon verification of information and subscription payment, if applicable.

10.3. Juvenile accounts expire when the cardholder turns 18.

10.3.1. All conditions set forth in Section 2.2 must be met. Juvenile accounts will be replaced with an adult account for free. A new application must be filled out.

10.4. If a library account is inactive for three years with no accrued fines or fees, the account will be deleted from the database.

10.4.1. A new application must be filled out to open an account after deletion.

11. REPLACEMENT CARDS – Clones

11.1. Replacement cards may be issued for a fee as set by the Library Board. (See the *Fee Schedule*.)

11.2. Worn-out, illegible, or outdated cards will be replaced for free.

This policy supersedes all previous versions and will be reviewed every three years or as needed.

Approved by the Uintah County Library Board of Directors.

DATE ADOPTED: March 19, 2025

DATE EFFECTIVE: April 8, 2025