



Circulation Policy & Procedures

Purpose of the Policy

One of Duchesne County Library System's main purposes is to provide access to information and resources—in physical and digital formats—for all county patrons. Access to physical collections is also provided to residents of western Uintah County and the Uintah and Ouray reservation. To provide equitable access to the limited resources, this policy outlines a patron's circulation privileges and consequences for non-compliance.

Library Accounts/Cards

To open a library account a patron must present current government-issued photo identification (ID) and proof of a current mailing address in Duchesne County or the Uintah and Ouray reservation to the library staff.

Patrons are asked for information about contact methods so the library can communicate with account owners and are asked their birthdate to avoid account duplication and to determine access to all library resources. Personal data will only be stored in the catalog and is prohibited from download by the staff for any purpose or access outside of library premises or authorized offsite services.

Owners of non-primary residence property in Duchesne County may acquire a non-resident/second property account described below. Patrons may only have either the Duchesne County Library System or Uintah County Library card for the county that they reside in due to each county's separate digital resource contracts.

Parents/guardians who have their own account may acquire a library card for their minors by following the aforementioned procedure with the minor present and accepting responsibility to become the minor's account guarantor. The guarantor is ultimately responsible for the consequences of the minor's account. Parents/guardians' own accounts must not have overdue or lost items. Privileges of the minor's card may be adjusted by the guarantor at any time by presenting their ID to the library staff. Adjustments include access to: physical collections, computers, and digital collections. Otherwise, access to all services is implied. Upon a minor's 18th birthday, responsibility and privileges of their account are conferred to them and any fines associated with the account are transferred to the guarantor's account.

For questions about Internet access please refer to the library system's [Internet and Online Access Policy and Procedures](#).

Library cards or current ID are presented at the circulation desk for check-out. Patrons are responsible for the use of their library cards. Should a card go missing the patron should notify the library to cancel the card. Replacement of lost cards costs \$1.00. Library cards are renewed annually by

the owner (or guarantor of a minor) to verify current contact information on the patron account. Library cards that have not been renewed in over 3 years are considered inactive and are deleted if there are no lost item fees attached.

Any further matters concerning patron accounts are decided by the library management, including account restrictions due to noncompliance with circulation policies.

Circulation Privileges

Patrons of Duchesne County libraries initially check-out 5 items at a time. Following three months of probationary circulation with no outstanding overdue or lost items, a resident patron may check out 24 physical items at a time.

All items checkout for 3 weeks. Launchpad tablets are only checked out to adult accounts; two tablets per account. They are unavailable during probation. Most items may be renewed once for another three weeks if it is not on hold (reserved) for another waiting patron; otherwise, it must be returned. After renewing an item once and the item is not on hold, a patron may re-check-out the item (three more weeks and the possibility of another renewal) upon presenting the item at the circulation desk. Videos (DVD/Blu-ray) and Launchpad tablets are not renewable, but may be re-checked out for three weeks by following this procedure.

Duchesne County Library System and Uintah County Library enjoy a physical collection borrowing agreement as a consortium (partnership). Patrons of those counties or the Uintah and Ouray reservation have access to the physical collections of Duchesne Branch, Roosevelt Branch, and Uintah County Library and may check-out, check-in, and place holds at any of those branches or on Duchesne County Library System's online catalog. Items on hold will be held at the patron's home branch for one week following the item's arrival and patrons will be notified by e-mail. If an item hasn't been picked-up in one week it will be sent to the next waiting patron or returned to the owning library unless the patron has contacted the library and arranged to pick-up the item soon. Patrons may ask for their hold to be suspended for a time, allowing other patrons to borrow the item in the meantime.

Minors under 18 years of age may not check out R-rated, Mature-rated, or Unrated video content (not including "Not-rated") without the parent/guardian present. They also cannot access such content in the digital collections.

Digital collections including eBooks, audiobooks, magazines, video, and music are available to Duchesne County residents through Utah's Online Public Library *Libby* platform and Duchesne County Library's *hoopla* platform. The lending period varies between titles on both platforms. In *Libby*, patrons may check out 15 items and place 10 holds at a time. If not on hold, the option to renew an item appears three days before the check-out's expiration date. When a hold is available, patrons have three days to check-out the title or suspend their hold, otherwise the hold is canceled. In *hoopla* patrons may check out 5 items a month. All *hoopla* items (except minor-prohibited content) are available to circulate at any time by all patrons, making holds and renewals inapplicable. Duchesne County and Uintah County Libraries cannot share digital collections due to the platforms' contract restrictions.

Other Limited Accounts

Other limited library accounts are available for those who cannot open a county resident or regular county minor account. These include: 1) resident-student account, 2) non-resident/second property account, and 3) homeless account. Each of these accounts allows 3 physical item check-outs at a time and access to library computers. None of the accounts can place requests for state Interlibrary Loans or Book Buzz. Only student and homeless accounts have access to digital collections.

Non-resident/second-property owners should access digital collections from their home library system to promote equitable use of shared state-wide collections. Only non-resident accounts may check-out Launchpad tablets and begin to check-out 24 items at a time after 3 months of circulation and no outstanding fines or overdue items. An account for a minor experiencing homelessness cannot be created and attached to an account of an adult experiencing homelessness until the adult account has existed for 3 months, and has no outstanding fines or overdue items. These accounts are opened as follows:

Student

Student accounts are for enrolled Duchesne County resident students aged 11 years and up whose parent/guardian will not open both their own account and the minor's account, or the parent/guardian account has unsettled lost fines. The student must prove their student status by providing one of the following current documents: a student picture ID, their report card, or an official document from their school with the school name and student's name on it. A written notice will then be sent to the mailing address provided notifying the parent/guardian about the new account. Parents/guardians may present their ID at the library to cancel the account or adjust its privileges at any time. The account may be upgraded to a regular minor account by following the regular minor account process. Parents/guardians of homeschool students must come to the library with their student to open this type of account.

Non-resident/Second property

Non-residents of Duchesne or Uintah counties, or the Uintah and Ouray reservation, or owners of secondary properties in Duchesne County, must present a current photo ID and provide a current phone number, mailing address, and e-mail address.

Homeless

Patrons that are currently experiencing homelessness must present a current photo ID and provide, if possible, a current phone number and email address.

State Interlibrary Loans, Book Buzz, & Materials for Patrons Who Are Blind and/or Disabled

There are various collections outside of the Duchesne/Uintah consortium that adult resident patrons may access, including interlibrary loans, Book Buzz, and materials for the blind and/or disabled.

If there is a requested book that none of the branches in the consortium own and the item does not comply with the library's collection development criteria, the patron's home branch staff may search

the state interlibrary loan (ILL) service to find a library nationally that is willing to borrow the item for a limited time.

For local book clubs, the Utah State Library Division offers “Book Buzz,” a collection of multiple copies of popular book titles that may be loaned for book club use. Patrons may check the availability of titles and place holds on sets of books with the assistance of the patron’s home branch library staff.

The loan periods for both of those services are set by the lending library/state library and renewals are sometimes possible if the patron requests the renewal at least one week before the items’ due date. The lending library reserves the right to deny the renewal. Items must be returned to the patron’s home branch so they can return the items to the lending library. Patrons are responsible for the costs of damaged or lost items.

Due to the greater responsibilities of these collections, resident patrons must not be on probation, have no outstanding overdue or lost items, and must have current contact information.

Materials for patrons who are visually impaired and/or disabled are available through the Utah State Library for the Blind and Disabled including braille, large print, and audiobooks. The items are directly mailed to the patron’s residence. Patrons may apply for this service at blindlibrary.utah.gov

Fees

Due to the library system’s limited funding, fees are assessed to replace or repair lost or damaged items. They include:

- Low damage including minimal rips, minimal marking, repairable binding – Up to 30% of item based on an estimate of repair materials and staff time.
- High damage, making an item unusable including damaged discs, missing pages, water damage, animal damage, marking throughout the item – Cost of item replacement.
- Lost items – Cost of item replacement.

Items that are one month overdue (long overdue) and are on hold for other waiting patrons will be replaced. The cost of the new item will be charged to the delinquent account. Long overdue items that have not been replaced and are in good condition may be returned without charge; however, account restrictions may be imposed if many items were long overdue.

A patron’s circulation privileges will be suspended if they have any overdue items or their account’s total outstanding fines exceed \$10.00 until they return all overdue items and pay off enough of their fines to total less than \$10.00 owed.

Policy Review

This policy shall be reviewed at least once every three years by the Duchesne County Library System Board of Trustees.

Reviewed: July 15, 2025

Adopted: September 16, 2025

Effective: September 17, 2025

Original Adoption: Jan. 17, 2017