This policy has been approved by the Logan Library Board of Directors.

Eligible Patron Policy

Unrestricted 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-cardholders, however, must comply with the library's rules and regulations ~~library rules and regulations if they wish~~ to use the available resources and facilities.

Presenting an active library card is required to circulate materials or access some licensed databases online~~through the Internet~~. (Under specific 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. See item E. below for details.) 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 will be 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.
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 the patron's current Logan address imprinted on it.

An unrestricted library card may be issued to an individual between the ages of five and eighteen who is a resident of the City of Logan, whose parent or guardian agrees to be responsible and co-signs the application, and whose parent or guardian presents two forms of acceptable identification.

A restricted library card may be issued to an individual 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 his/her permanent address imprinted on it and one form of identification verifying his/her temporary residence. These cards will expire after four months.

An unrestricted library card may be issued in the name of a business when the physical location of the business is within the limits of the City of Logan. An active City of Logan business license is required, along with one form of identification showing the authorized employee's name~~name of the authorized employee applying for the card~~ in the business's name.

An unrestricted 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

his/her 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.

An unrestricted library card may be issued to an individual who is an employee of the City of Logan upon presentation of a Wellness participation certificate. These cards will expire after one year. All members of the immediate family (over the age of five) of the full-time city employee who lives at the same address as the card owner are each entitled to a library card. Family members of year-round part-time city employees are not eligible for a card.

An unrestricted library card may be purchased by a non-resident of the City of Logan 18 years or older at the ~~rate of $42.00 for 3 months or $163.00 for 1 year. Purchased cards will expire at the end of each fiscal year. The cost of purchased cards will be prorated on a per-month basis for those wishing to purchase shorter-term cards or from the month of purchase through the end of the fiscal year. The applicant must show identification verifying his/her 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.¶~~
~~¶~~
~~Beginning July 1, 2026, non-residents of Logan may purchase a non-resident family card at the~~ cost of $163 for the fiscal year ending on June 30. The card is for immediate family members. Cards purchased later in the fiscal year will be charged a prorated rate based on the number of months remaining in the fiscal year, including the month of purchase. Proration is calculated on a per-month basis; partial months are charged as full months. Non-residents may also purchase cards for multiple consecutive months of their choosing at the prorated rate, which may not extend beyond the end of the fiscal year. All non-resident cards will expire at the end of the fiscal year and may be renewed in the next fiscal year, provided the account is in good standing. ~~All non-resident card purchases will incur a $10 service fee per transaction. This policy and associated fees will be reviewed annually by the library board and director.¶~~

In addition to unrestricted library cards, Logan Library also offers several restricted cards. In each case, there may be one or more limitations on this card ~~a card of this~~ type. Such restrictions are enumerated below.

A restricted library card may be issued to an organization within the City of Logan to support community endeavors. Such an organization may assign an employee as the organization's representative to whom the card will be issued. In such cases, cards may be used only in ways that support the organization's mission~~only be used in ways that support the mission of the organization~~.

A restricted library card may be issued to an individual who lives in a municipality with~~within a municipality that has~~ an active inter-local agreement with Logan Library for reciprocal services. These cards may be limited based on the content of the inter-local agreement.

A restricted library card may be issued to a Logan Library volunteer when the Director determines that a card is necessary to perform their volunteer duties. Such cards will expire

when the volunteer ends their service as a volunteer or when it is no longer required to perform their duties..

A restricted library card may be issued to an individual between the ages of thirteen and seventeen, which will be limited to five items that may be circulated at the same time. Fines and fees may be waived at the Director's discretion~~discretion of the Director~~. The library reserves the right to cancel these cards if items are not returned.

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 on their library card (e.g.~~related to their library 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 before it is reported as lost or stolen will remain on the patron's account until they are returned and all fines and charges are resolved to the library's satisfaction.

Library patrons 18 years of age or older, whose accounts are in good standing and who do not have their library card with them, may borrow materials under the following criteria:

- They may only charge items to their own account.
- They must show a government-issued photo ID of themself.
- 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 under the following criteria:

- They may only charge items to their own account.
- They must show a government-issued ID, or their parent/guardian of record may show a valid library card or government-issued ID.
- The patron must verbally confirm their address as shown on their account.
- The patron must verbally confirm their birthday as it appears~~ must verbally confirm their birthday as shown~~ on their account.

Policy History

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